

ALL HALLOWS CATHOLIC SCHOOL  
PERSON SPECIFICATION



**ASSISTANT HEADTEACHER**

| CATEGORY       | ESSENTIAL  | DESIRABLE  |
|----------------|--|--|
| Qualifications | <ul style="list-style-type: none"> <li>● Good Honours degree / QTS</li> <li>● Evidence of ongoing professional development</li> </ul>  | <ul style="list-style-type: none"> <li>● Evidence of further leadership development, eg. NPQH or Master's degree</li> </ul>  |
| Experience     | <ul style="list-style-type: none"> <li>● Experience of being an excellent teacher (minimum 4 years)</li> <li>● Excellent exam results</li> <li>● Commitment to excellence in Learning and Teaching</li> <li>● Managing a team at middle management level</li> <li>● Managing change across the curriculum and/or pastoral structure</li> <li>● Dealing successfully with difficult situations</li> <li>● Be an effective and inspirational leader</li> </ul> | <ul style="list-style-type: none"> <li>● Experience of Safeguarding</li> <li>● Experience of being the school DSL</li> </ul> |
| Skills         | <ul style="list-style-type: none"> <li>● Excellent interpersonal skills and the ability to resolve conflict</li> <li>● The ability to communicate and motivate</li> <li>● Excellent time management</li> <li>● Excellent presentation skills</li> <li>● Aware of current education issues</li> </ul>   | <ul style="list-style-type: none"> <li>● Project management skills</li> </ul>  |

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|                     |  |   |
|---------------------|--|---|
| Personal Attributes | <ul style="list-style-type: none"><li>• Personal integrity to do what is best for the students</li><li>• Ability to place the Catholic ethos at the heart of the school and contribute to leadership in this area</li><li>• The desire and work ethic to further develop our school</li><li>• Energy and enthusiasm</li><li>• Proactive</li><li>• Have the ambition and potential to move on to headship</li><li>• The will to make sure jobs get done, whatever the problems</li><li>• Attention to detail, so that jobs are done well</li><li>• A sense of humour!</li></ul> | <ul style="list-style-type: none"><li>• An innovative approach to Teaching and Learning</li></ul> |
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Updated September 2019

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