



Assistant Headteacher Person specification

This post has no requirement to be Catholic or Christian; the appointed person will simply need to be supportive of our values and ethos.

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she has the potential to confidently meet all of the essential criteria listed below and at least some of the desirable criteria.

Key: A = Application Form L = Letter/Statement R = References I = Interview

1. Training and qualifications

Essential

- Qualified Teacher Status. (A)
- Degree. (A)
- Further professional qualification (A)

Desirable

- Professional development or training undertaken in preparation for senior leadership. (A/L/R)

2. Experience of teaching and Educational Leadership

Essential

- Three years' experience in a middle leadership position. (A/L/R/I)
- First rate instincts for Safeguarding and pupil safety. (A/L/R/I)
- A knowledge and understanding of evaluating teachers' performance in accordance with Ofsted framework. (A/L/R/I)
- Other leadership and management experience, for example at least two of the following: (A/L/R/I).
 - a. Experience in team leadership.
 - b. Experience in curriculum planning and school development, including pastoral leadership.
 - c. Experience of organisational planning, monitoring and evaluation, data analysing and target setting.
 - d. Experience of successfully dealing with difficult issues.
 - e. Experience in working with external agencies.

Desirable

- Demonstrable successful experience of dealing with leadership scenarios with demonstrable impact and positive outcomes. (A/L/R/I)
- Experience of aspects of leadership across a whole-school, e.g. across two or more key stages. (A/L/R/I)
- Specific teaching experience required for post: successful mixed comprehensive and post-16 experience. (A/L/R)
- Experience in more than one school. (A)

3. Professional knowledge and understanding

The successful candidate will be able to demonstrate skill, knowledge and understanding in the following:

a) A distinctive personal vision for a school



Essential

- Have a clear vision for what makes an effective school. (L/I)
- Understanding of and interest in current educational issues, including national policies, priorities and legislation. (L/I)
- Understanding of the role of the Assistant Headteacher in leading the social, moral and spiritual development of pupils. (L/I)
- Understand the central place of Religious Education as a core subject in the school's curriculum. (L/I)
- Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people. (I)

Desirable

- An understanding of any implications from current educational issues for Catholic schools (A,I)
- Experience of leading collective worship. (R/I)
- Knowledge of the operations and governance of academies (I)
- Vision for strengthening a school's links with the wider community, including parents, carers and parishes. (L/R/I)

b) The process of strategic planning for school improvement

Essential

- Understanding of the principles and practice of effective school self-evaluation and development planning, including data analysis. (L/R/I)
- Understanding of the principles and practice of effective teaching, learning and assessment. (L/R/I)
- Detailed knowledge and understanding of the current and new Ofsted framework. (L/A/I)

Desirable

- Understanding of the strategies used to promote and sustain individual and team professional development. (L/R/I)

c) Resource management and planning

Essential

- Understanding of how to manage a budget. (L/A/I)
- Understanding of performance management process. (L/A/I)

Desirable

- Knowledge of recruiting and retaining staff. (L/A/I)

4. Personal and professional qualities and attributes

The successful candidate will be able to provide evidence of personal capacity to:

Essential

- Emotional stability and strength. (A/L/R/I)
- Emotional intelligence to always get the best out of colleagues, even in challenging situations. (A/L/R/I)
- To be able to present positively, with energy, persuasion and passion, to a range of audiences. (A/L/R/I)
- First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work fast at all times (A/L/R/I)
- Diplomacy, the ability to promote harmony, and excellent inter-personal skills. (A/L/R/I)



- Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure. (I/R)
- Aware of the need for, and use of, appropriate channels of communication. (L/R/I)
- Communicate effectively with a range of audiences and in a range of media. (L/R/I)
- Convey personal enthusiasm and commitment. (L/R/I)
- Be honest. (A/L/R/I)
- Be trustworthy and caring. (L/R/I)
- Forensic attention to detail. (A/L/R/I)
- Build and maintain effective relationships. (L/R/I)
- Prioritise, plan and organise themselves and others. (L/R/I)
- Seek and take account of the views of others. (L/R/I)
- Develop effective teamwork. (L/R/I)
- The ability to promote and publicly represent St. Mary's in the best possible light on every occasion. (A/L/R/I)

Desirable

- An understanding and/or experience of the personal challenges of senior leadership, particularly in a faith school. (A/L/R/I)

5. Application form

Essential

- Application form, and all related documentation, should be completed in full. (A)
- Supporting statement should be clear and concise. (L)
- Supporting statement should address the job description and criteria in the person specification. (A)

6. Confidential references and reports:

Essential

- Positive recommendation from current employer or Headteacher. (R)
- A second professional reference. (R)
- A clear DBS check (prior to appointment).