SAINT JOHN HENRY NEWMAN CATHOLIC COLLEGE
HEADTEACHER
MR GLYN POTTS MBE DL

Attendance, Well-being and Re-Engagement Officer

Person Specification

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: ***Candidates failing to meet any of the essential criteria will automatically be excluded***

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic		D	A/I/R
Involvement in parish community		D	A/I

[B] Qualification and Training

	Essential	Desirable	Source
Educated to degree level in a relevant discipline eg teaching, education, social work, youth work etc		D	I
Educated to level 3	E		I
GCSE English and Maths at Grade C / Level 4	E		A/I
Relevant Safeguarding Training	E		A/I/R

[C] Knowledge and Experience

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential	Desirable	Source
Experience of working in a school	E		I
Experience of supporting vulnerable young people and their families		D	I
Knowledge and understanding of the main drivers for poor attendance and school refusal	E		A/I
A sound knowledge of the statutory responsibility for safeguarding (Keeping Children Safe in Education)	E		A/I/R
Knowledge and experience of planning and implementing a range of strategies to re-engage young people with their education and/or improve their behaviour	E		
Experience of multi-disciplinary working including working with external professionals such as Early Help, Chidrens' Social Care, Virtual School etc	E		
Experience of collating and analysing data and presenting this in a clear report format suitable for a range of audiences	E		

[D] Personal Skills and Qualities

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:

	Essential	Desirable	Source
A commitment to the principles of inclusion, equality and diversity	E		I
Highly developed communication skills including the ability to question and challenge with diplomacy and tact	E		I
Excellent administration and organisational skills	E		A/I
Ability to cope under pressure and deal with challenging situations with a calm approach	E		A/I/R
A real passion for helping and supporting removing barriers for young people and helping them achieve success academically and personally	E		

Ability to demonstrate empathy, care and understanding to the individual circumstances and situations of young people	E		

[E] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
To have experience of effective behaviour management routines	E		I
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	E		A/I
Show a good commitment to sustained attendance at work	E		A/I/R

[F] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above.*

[G] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

Positive recommendation from all referees, including current employer.	**E**
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	**D**

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

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NORTH WEST DIOCESAN STATEMENT ON

EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.