

ST JOHN FISHER CATHOLIC HIGH SCHOOL

Person Specification: Assistant Headteacher (Assessment)

Training & Qualifications	Essential	Desirable	D – Documentary A – Application I – Interview R – References
Qualified Teacher Status	X		DA
Catholic Certificate of Religious Studies or equivalent		X	DA
University Degree or equivalent	X		DA
Evidence of on-going professional development/academic study	X		A
Faith Commitment			
Practising Catholic		X	AR
Sound understanding of the distinctive nature of Catholic education		X	A
Experience of teaching and school leadership (pertinent to role applied for) – see section below			
A proven track record of strategic, inclusive and creative management in a secondary school	X		ARI
Experience of school self evaluation and appraisal processes and their impact on raising standards		X	AI
An excellent track record in improving educational outcomes for students which you can evidence	X		AIR
A proven track record of dealing effectively with student issues such as behaviour, academic progress and effective guidance	X		AIR
Experience of managing/leading a significant 'new initiative'		X	AI
Experience of successfully managing change within a school organisation	X		AIR
Professional knowledge & understanding – applicants should be able to demonstrate a good knowledge and understanding of the following:			
Monitoring and evaluation of teaching & learning		X	AIR
Curriculum and assessment and use of ICT	X		AI
Effective teaching and learning strategies	X		AIR
Experience of supporting and developing staff		X	AI
Strategies for involving students and parents in achieving the best outcomes	X		AIR
A strong understanding of statutory educational frameworks and current national developments		X	AI
Understanding and commitment to the school's responsibility for safeguarding and promoting the welfare of children	X		I
Personal skills & abilities – applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:			
Excellent communication and interpersonal skills	X		IR
Adaptability to change and new ideas	X		IR
Resilience and stamina when faced with complex situations		X	AIR
Ability to prioritise, plan, organise well and work with others to achieve objectives	X		IR
Ability to relate to young people, colleagues and external partners	X		IR
Innovative and creative in approach to raising achievement	X		I
Ability to work independently and cope with a challenging workload	X		AIR

ST JOHN FISHER CATHOLIC HIGH SCHOOL

Other requirements	Essential	Desirable	D – Documentary A – Application I – Interview R – References
Ability to work flexibly to meet the demands of the job	X		I
Suitability to work with children and a satisfactory Enhanced Disclosure with the DBS	X		D
A commitment to equality, diversity and inclusion	X		AI
Leadership and Management			
Someone who can effectively deputise for the Headteacher or Deputy Headteacher whenever required	X		IR
Strong effective people management and leadership skills	X		AIR
The ability to demonstrate and articulate a clear vision to all parties involved with the development of the school		X	AI
The ability to formulate and implement policies, to impact beneficially on students and staff		X	AI
The ability to meet deadlines without fail and to delegate effectively	X		AIR
Analytical Skills			
The ability to assimilate large amounts of information in order to make effective decisions in the best interests of students and staff		X	I
The ability to use data and strategic information to raise student achievement	X		I

ADDITIONAL SKILLS PERTINENT TO THIS POST

Assistant Headteacher (Assessment)			
A successful track record in overseeing whole school assessment	X		AIR
The ability to analyse and interpret performance data to a high level	X		AIR
The ability to summarise and communicate performance and tracking information to a variety of audiences, including parents and governors	X		AIR
Detailed knowledge of national data systems: Fischer Family Trust, RaiseOnline, ALIS/ALPS, SISRA, BlueSky, and so on	X		AI
Experience and knowledge of external examination regulations and procedures including GCSE and A Level		X	AI
Knowledge of the timetabling process		X	AI