Our Lady & St. John Catholic College
Person Specification

Head of Modern Foreign Languages Faculty

The applicant will be required to safeguard and promote the welfare of children and young people.

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

[A] Qualifications, Experience and Professional Development

	Essential/ Desirable	Stage Identified
• Qualified Teacher Status	**E**	**A**
• Relevant degree	**E**	**A**
• Meets the Headteacher standards	**D**	**A**
• Professional Development in preparation for middle leadership	**E**	**A**
Leadership and management experience: • Successfully led, planned, managed and evaluated change which has had a significant impact at a department or whole school level. • Demonstrated the ability to work strategically and successfully at a middle leadership level. • Working successfully with other education partners and providers.	**E** **E** **E**	**A** **A/I/R** **A/I/R**
Teaching Experience • Demonstrated outstanding, sustained, and successful experience as a teacher in a secondary context. • Substantial experience of teaching pupils at Key Stage 3 & 4. • Experience of teaching in more than one school.	**E** **E** **D**	**A/R** **A** **A**

[B] Professional Experience, Knowledge and Understanding

In relation to the role being applied for applicants should be able to demonstrate appropriate experience, knowledge or understanding of…

Shaping the Future • Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision. • Experience of developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement.	**E** **E**	**A/I/R** **A/I/R**

Leading Teaching and Learning • Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. • Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being.	**E** **E**	**A/I/R** **A/I/R**
Developing Self and Working with Others • Understands the significance of interpersonal relationships and strategies for promoting individual and team development. • Knows how to promote an open, fair and equitable culture. • Has a clear understanding of the impact of change and different leadership styles on individuals and organisations.	**E** **E** **E**	**I/R** **I/R** **I/R**
Managing the organisation • Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation. • Understands how to establish and sustain effective organisational structures, systems, policy and practice. • Knowledge of and commitment to the implementation of the safeguarding agenda.	**E** **E** **E**	**A/I/R** **I/R** **I/R**
Securing Accountability • Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self-evaluation and performance management and have experience of these. • Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance • Experience of holding individuals, teams and whole school to account for pupil learning outcomes.	**E** **E** **D**	**I/R** **I/R** **A/I/R**
Strengthening Community • Understands the importance of listening to, reflecting and acting on community feedback. • Experience of strategies that encourage parents and carers to support their children's learning. • Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils.	**E** **D** **D**	**I/R** **A/I/R** **A/I/R**

[C] Personal Skills and Attributes

The ability to…

Embed successful change by effectively completing tasks and evaluating outcomes within agreed timescales.	**E**	**I/R**
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	**E**	**I/R**
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	**E**	**I/R**
Demonstrate personal and professional integrity, including modelling values and vision	**E**	**I/R**
Prioritise, plan and organise themselves and others	**E**	**I/R**
Think analytically and creatively and demonstrate initiative in solving problems	**E**	**I/R**
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	**E**	**I/R**
Demonstrate a capacity for sustained hard work with energy and vigour	**E**	**I/R**
Demonstrate resilience and optimism	**E**	**I/R**

[D] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 1300 words. CVs will not be considered.

[E] Confidential References and Reports

Strong recommendation from all referees, including current employer	**E**

KEY: A = Application; I = Interview; R = Reference