



HEADTEACHER
MR GLYN POTTS MBE DL

Saint John Henry Newman Catholic College

Second in Department - Person Specification

[A] Training and Qualifications

	Essential or Desirable	How/when measured?
Qualified teacher status	E	A (Certificate)
Degree or equivalent	E	A (Certificate)
Professional Development Training for middle leadership, e.g. NCSL	D	A/I/R (Certificate)
Other training/qualifications relevant to the post, e.g. subject specific curriculum development	D	A/I

[B] Experience of Teaching and Educational Leadership/Management

	Essential or Desirable	How/when measured?
Leadership/management experience (Evidence of contribution to leadership/management of an aspect of a subject, pastoral or cross-curricular area: e.g. as lead on EAL/ SEN/ Cohesion/ Literacy/ T&L)	D	A/I/R
Specific aspects of leadership and management (Evidence of some specific areas of leadership and management: e.g. strategic planning; monitoring and evaluation; data analysis and target setting; deploying, motivating and monitoring staff; policy development and implementation)	D	A/I/R
Teaching experience (Evidence of good/outstanding classroom practice)	E	A/I/R



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Data Handling (Evidence of intelligent use of data and tracking to improve the quality of teaching & learning and raise standards of attainment and achievement in own or colleagues' classes)	E	I/R
Curriculum planning (Evidence of change/development of aspects of a curriculum to bring about improvement in standards)	D	A/I/R
Raising student attainment and achievement (Evidence of own class, department or year group positive outcomes and strategies employed to address underachievement, particularly in closing the gap for key groups)	E	A/I/R

[C] Professional Knowledge and Understanding

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

	Essential or Desirable	How/when measured?
The distinctive nature of a Catholic school	E	A/I/R
Commitment to a clear vision for an effective Catholic school	D	I/R
Current educational issues, including national policies, priorities and legislation	D	I/R
The process of strategic planning	D	I/R
Strategies for leading and managing improvement	D	A/I/R
Strategies for raising standards of attainment and achievement	E	A/I/R
The principles and practice of effective self-evaluation including data analysis	D	I/R
The principles of effective teaching and assessment	D	I/R
Effective learning and teaching strategies	E	I/R
Creating and monitoring an innovative and high achieving curriculum	D	A/I
Strategies to promote and sustain individual/team development	D	I/R



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[D] Personal and Professional Skills, Qualities and Attributes

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 or Desirable	How/when measured?
Build and maintain effective relationships	E	I/R
Passionate belief in the ability of every student to achieve	E	A/I/R
A commitment to social inclusion	E	A/I/R
Think strategically to create a coherent vision	D	I/R
Inspire, challenge, motivate and empower others to carry the vision forward	D	I/R
Demonstrate personal enthusiasm and commitment to the leadership process	E	I/R
Foster an open, fair and equitable culture	E	I/R
Manage conflict	D	I/R
Prioritise, plan and organise themselves and others	E	I/R
Think creatively to anticipate and solve problems	E	A/I/R
Listen to and reflect on feedback	E	I/R
Develop effective teamwork	D	I/R
Demonstrate high expectations and act as a role model	E	A/I/R
Demonstrate an ability to work under pressure and meet deadlines	E	A/I/R
Work with humour; energy; determination; and resilience	D	A/I/R

[E] 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. It should be written on two sides of A4, in font size 12*

[F] Confidential References and Reports

Up to three referees should be nominated.



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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:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer	E



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