



St Philomena's

Catholic High School for Girls

ASSOCIATE ASSISTANT HEADTEACHER RESPONSIBLE FOR CATHOLIC LIFE ST. PHILOMENA'S CATHOLIC HIGH SCHOOL FOR GIRLS

PERSON SPECIFICATION:

The Governors will consider applications on the basis of each candidate's ability to meet the following essential criteria:

Selection Criteria	Essential - These are qualities without which the Applicant could not be appointed	Desirable - These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	A = Application I = Interview R = Reference
Qualifications	<ul style="list-style-type: none"> QTS (Secondary age range) Degree level (or equivalent) qualification 	<ul style="list-style-type: none"> Further professional qualification e.g. Leadership Pathways or NPQH Experienced of Senior Leadership Desire to move on to Deputy Headship / Headship 	A A A A A
Experience	<ul style="list-style-type: none"> Successful experience teaching in a school with students aged 11-18. Management experience as relevant to the post. Outstanding teaching ability Contributing to the effective raising of standards Effective leadership of whole school developments relating to learning and teaching and/or self-evaluation Demonstrable evidence of raising standards of learning and teaching Effective management of change Aspects of leadership and management in a whole school context Use of technology to improve systems that raise student progress 		AIR AIR A A A R A I R A I R A I R A I R

	<ul style="list-style-type: none"> • Effective line management of other staff • A track record of success at senior leadership level in a UK school 	<ul style="list-style-type: none"> • Teaching experience in more than one school • Experience of working in a wider context than an individual school • Leading of INSET • Effective collaboration with external agencies • Development of innovative learning and teaching • Effective contribution to the SEF 	A I R A I A R A A A I R A I A
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant further professional development • Appraisal experience 	<ul style="list-style-type: none"> • Recognition that life-long learning is an essential part of personal development • Evidence of leading on the professional development of other staff 	A I R A I A A
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> • Comfortable with outstanding practice • Build and maintain effective relationships through effective interpersonal skills • Excellent organisational skills • Excellent communication skills • Inspire, challenge, motivate and empower others • Think creatively to anticipate and solve problems • Build on current good practice whilst moving the school forward with vision and vigour • Demonstrate excellent knowledge and understanding of strategies to raise and maintain attainment • Develop effective teamwork and be able to contribute effectively to a range of teams 		A I R A I R A A A I R A I R A I A I A

	<ul style="list-style-type: none"> • Think strategically and contribute to creating a coherent school vision • Understanding of safeguarding issues and procedures • Inclusive approach to education • High expectations of self and others • Manage and resolve conflict • Work under pressure, maintaining a sense of perspective and humour • Commitment, honesty and dedication • Ability to manage own time effectively • Reliability and professional integrity • Resilience, determination and tenacity • Knows what outstanding looks like and the proven ability to develop outstanding practice 		A I R A I A A A R A I A A A A I R
Knowledge / special aptitudes	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives • Some experience of curriculum and timetabling • Clear understanding of the ethos of Catholic school • Excellent knowledge and understanding of diversity and equality requirements • Knowledge of latest Ofsted requirements • A belief in the role of independent learning in education with the ability to articulate and deliver this vision • Excellent strategies for discipline • A dedication to high academic standards • A belief in working in partnership and as part of an established team • Sound knowledge of curriculum changes • Proven ability in the development of effective 		I R A I A I R A I R A I A I A I A I R A I A I A I R

	structures and systems <ul style="list-style-type: none"> • Ability to think strategically • Very good literacy skills • Knowledge of the new Ofsted requirements • A creative approach to learning and teaching 		A I A I A I A I
Special Requirements	<ul style="list-style-type: none"> • A willingness to support/uphold the Catholic ethos of the school. • Working knowledge of EU General Data Protection Regulation (GDPR) legislation, compliance criteria and practical application in the working environment. • Flexible approach to working hours to meet the needs of the organisation. • To participate fully in the life of the school • Outstanding role model. • Commitment to safeguarding and promoting the welfare of children and young people <p>• Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	<ul style="list-style-type: none"> • Commitment to the value of single sex secondary education 	A I A I A I A I A I A I