



Assistant Headteacher - Person Specification

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church and the diocesan Trust Deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Source: Application (A) Reference (R) Interviews (I)

[A] Faith Commitment	Essential	Desirable	Source
Practising Catholic (Letter from priest confirming regular worship)		✓	A, R
Involvement in Parish community		✓	A, I

[A] To be able to demonstrate knowledge and understanding of the following in the context of a Catholic School	Essential	Desirable	Source
Leading worship	✓		A, I, R
Ways of developing religious education and worship	✓		A, I, R
A commitment of strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	✓		A, I, R
How relationships should be fostered and developed between the school, parish and its community and the	✓		A, I, R

diocese			
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[B] Qualifications	Essential	Desirable	Source
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificate (CTC)		✓	A
Has completed the Catholic Leadership Programme (CLP)		✓	A

[C] Professional Development	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Assistant Headteacher	✓		A
Evidence of recent leadership and management professional Development	✓		A, I
Has successfully undertaken appropriate Child Protection training	✓		A
Has successfully undertaken appropriate Designated Senior Leader training		✓	A
Has successfully undertaken the Secretary of State's (NCTL, CWDC or local authority) approved 'safer recruitment' training or has a commitment to do so before taking up the post/within 12 months of taking the post	✓		A

[D] School Leadership and Management Experience	Essential	Desirable	Source

Recent successful leadership as Senior Leader		✓	A, R
Be able to demonstrate successful/effective leadership in school improvement	✓		A, I, R
Be able to demonstrate involvement in school self - evaluation and development planning	✓		A, I, R
To have a basic understanding of the financial management of a secondary school and the ability to learn more	✓		A, I, R
To be fully conversant with the financial management of the school		✓	A, I, R
Knowledge and understanding of strategic financial planning and budgetary management in relation to their contribution to school improvement and pupil achievement		✓	A, I, R
To have had experience of and ability to contribute to staff development	✓		A, I, R
To have had responsibility for significant policy development and implementation	✓		A, I, R

[E] Experience and Knowledge of Teaching	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A
Experience of teaching in a Catholic school		✓	A
To be able to work effectively	✓		A, I, R

with the local governing board			
Significant successful teaching experience within the secondary sector	✓		A, I, R
Experience of providing professional challenge and support to others through the performance management process	✓		A, I, R
To have current knowledge and understanding of all the stages in secondary phase	✓		A, I, R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A, I, R
To be able to exemplify how the needs of pupils have been met through high quality teaching	✓		A, I, R

[F] Professional Attributes	Essential	Desirable	Source
To be able to demonstrate an understanding of the needs of pupils at this school and how these can be met	✓		A, I, R
To be able to demonstrate a clear rationale for behaviour and attendance management and a proven track record of the effective implementation of a range of behaviour and attendance management strategies	✓		A, I, R
Excellent written, verbal and IT communication skills (which will be assessed at all stages of the process)	✓		A, I, R
To be a leader of learning,	✓		A, I, R

demonstrating, promoting and encouraging outstanding classroom practice			
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[H] Personal Qualities

All of the following are considered to be essential for the post and will be assessed throughout the process.

The Assistant Headteacher will be able to:

- Promote the strong educational philosophy and values of the school.
- Demonstrate decisive leadership and develop a culture of empowering change. Inspire, challenge, motivate and empower teams and individuals to achieve high goals.
- Communicate clearly and effectively both orally and in writing in English.
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.
- Build and maintain quality relationships through effective interpersonal skills and communication to successfully manage change.
- Demonstrate personal and professional integrity including modelling values and vision.
- Manage and resolve conflict.
- Prioritise, plan and organise work.
- Think analytically and creatively and demonstrate initiative in solving problems.
- Be aware of the personal strengths and areas for development of others; listen to, reflect on and respond to their views.

[I] Confidential References and Reports

Positive and supportive references are required from:

1. The Catholic priest where the applicant normally worships confirming the applicant is a practising Catholic;
2. The applicant’s present school or current employer
3. Another professional. Where the applicant is not currently employed working with children, this must be the most recent school or college employer. Local agreements may prescribe that the second professional reference is provided by a SIP or local authority adviser whenever possible.