

Person Specification Assistant Headteacher (Teaching and Learning)

Essential		Desirable
1. Faith Commitment		
1.1	Commitment to Catholic Ethos and values	Practising Catholic Able to articulate personal faith
1.2	Able to articulate a vision for Catholic education	Experience in leading collective acts of worship Understanding of leadership role in spiritual development of pupils and staff
2. Qualifications/Education/Training		
2.1	Degree	Relevant post-graduate study or qualifications
2.2	DfE recognised teaching qualification such as a PGCE or equivalent	
2.3	Successful leadership and management of the delivery of high-quality education	CCRS or equivalent
2.4	Evidence of continuing professional development including working towards or attainment of Leadership Pathways or NPQSL	
3. Experience		
3.1	Recent successful comprehensive school experience at strategic leadership level or post of equivalent responsibility within the education sector	Experience of leading in a Catholic school
3.2	Experience of leading curriculum innovation	Experience of leading whole school improvement
3.3	Knowledge of current initiatives in education and how they relate to raising standards and achievement	
3.4	Experience of monitoring progress of pupils	
3.5	Experience of raising standards through staff CPD	
3.6	Ability to inspire, motivate and challenge pupils	
3.7	Successful track record of raising achievement as a curriculum leader or in another similar role	
3.8	Recent and relevant experience of teaching at secondary level	
4. Leadership and Management Skills and Attributes		
4.1	Proven leadership, management and teaching skills	Knowledge of the principles and practice of school evaluation
4.2	Ability to plan meticulously and think strategically	
4.3	Proven ability to inspire, challenge and motivate others instilling accountability in staff for the impact of their work on pupil outcomes	
4.4	Ability to analyse and use data to inform improvement strategies	

5. Professional Knowledge and Understanding of:		
5.1	Children's educational development	The work of other agencies and opportunities for collaboration
5.2	Curriculum and assessment, including subjects and cross-curricular aspects	Local and national policies, priorities and statutory frameworks
5.3	Effective teaching and learning strategies	
5.4	Knowledge of accountability process through Ofsted	
5.5	The National Curriculum	
5.6	Ability to articulate and share a vision of education	
5.7	Strategic planning processes	
5.8	Leading change, creativity and innovation	
5.9	School improvement strategies for raising achievement and achieving excellence	
5.10	Strategies for ensuring equality of opportunity	
5.11	The use of a range of evidence, including performance data (school/local/national), to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	
6. Communication		
6.1	Ability to have difficult conversations with pupils, parents, and colleagues and achieve the desired solution/outcome with dignity	
6.2	Ability to communicate effectively with pupils, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times	
6.3	Excellent written, ICT and oral communication skills for a variety of audiences	
6.4	Excellent interpersonal skills	
7. Personal Attributes		
7.1	Able to lead from the front with honesty, integrity and selflessness	
7.2	Able to elicit the trust and confidence of governors, staff, pupils and parents	
7.3	Positive attitude to team building across the school and a team player	
7.4	High levels of motivation and energy	
7.5	Ability to work under pressure whilst maintaining an appropriate work/life balance	
7.6	Be passionate about teaching and learning	
7.7	Enthusiasm for pupil and staff wellbeing, their success and fulfilment	
7.8	Excellent teaching leading to good outcomes	
7.9	Sense of humour	
7.10	Have the potential to develop and progress to Deputy Headship	

The successful applicant will be subject to an Enhanced DBS disclosure.