



Person Specification

Assistant Headteacher

The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes listed below.

Essential	Desirable	Method of Assessment
Catholic Ethos		
	Practising Catholic	Application Form/ Selection Process
Understanding of the distinctiveness of Catholic Education.		Application Form
Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the Catholic Education.		Selection Process
A commitment to sharing our fully inclusive values, embracing a trauma informed approach		Application Form/ Selection Process
Qualifications, Knowledge Experience and Skills		
Qualified Teacher Status		Application Form
Evidence of Recent and relevant CPD		Application Form
	Higher degree or management qualification relevant to the post e.g. NPQ for SENDCos	Application Form
Leadership and Management		
Experience of successfully managing a whole school project or initiative with tangible positive impact.		Application Form/ Selection Process
Minimum 3 years successful middle leadership experience in a secondary school or equivalent.		Application Form
	Evidence of senior leadership working.	Application Form/ Selection Process

Evidence of improving student achievement both on an individual and department/whole school basis.		Application Form/ Selection Process
Experience of leading successful performance management for teachers.		Selection Process
Ability to identify effective interventions to ensure pupils (individuals and groups) maintain good progress.		Selection Process
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback.		Selection Process
Uses CPD to motivate, enthuse and develop staff.		Selection Process
Ability to lead, improve and develop staff within key areas of responsibility.		Selection Process
Ability to coach and mentor staff.		Application Form/ Selection Process
Teaching and Learning		
Teaching across the ability range at KS3 and 4 and strategies used to maximise progress.		Application Form
Evidence of outstanding classroom teaching.		Selection Process
Evidence of using data effectively to raise pupil standards.		Selection Process
Evidence of using assessment tools to monitor teaching and learning.		Selection Process
Ability to identify effective interventions to ensure pupils maintain good progress.		Selection Process
Ability to lead and develop initiatives to secure high standards of education.		Selection Process
Ability to support senior and subject leaders, using data and other information gathered to improved teaching and the curriculum.		Selection Process
Successful outcomes in relation to Closing the Gap (particularly for PP and SEND learners) at a team or whole school level.		Selection Process
Securing Accountability		
Ability to support senior and subject leaders, using data and other information gathered to improve teaching and the curriculum.		Selection Process
Holds people to account for what they have agreed to deliver.		Selection Process
	Works effectively with the governing body to fulfil statutory duties.	Selection Process

	Provides relevant data to parents, governors and school partners.	Selection Process
Child Protection		
Is aware and able to manage effective CP policies and procedures.		Selection Process
Ability to deal with sensitive issues in a supportive and effective manner.		Selection Process
Knowledge of safe working practices with children.		Selection Process
Understanding of commitment to promoting and safeguarding the welfare of pupils.		Selection Process
Other Skills, Personal Qualities & Attributes		
	Manages the school's environment in line with health and safety regulations.	Selection Process
	Aspiration to grow as a leader to widen leadership influence – a future aspirant Headteacher.	Selection Process
High level of oral, written and ICT skills.		Application Process/ Selection Process
Experience of using SIMS and other software packages effectively.		Selection Process
Excellent presentation skills (e.g. speaking to large groups of pupils, parents, staff, etc).		Selection Process
Integrity.		Selection Process
Self-motivated and able to motivated others.		Selection Process
Enjoys a challenge.		Selection Process
Completes projects to agreed deadlines.		Selection Process
Enthusiastic and optimistic.		Selection Process
Excellent problem solving/ analytical skills.		Selection Process
Self-awareness, knowledge of strengths and limitations.		Selection Process
Excellent role model for staff and pupils e.g. is punctual, committed, high standard of personal appearance.		Selection Process
Calm in a crisis and solution focused		Selection Process
A commitment to taking corporate responsibility and refusing to ever walk past a problem		Selection Process
Proactive team member.		Selection Process
A good sense of humour.		Selection Process