



# HOLY FAMILY RC AND CE COLLEGE

## Person Specification:



### Assistant Headteacher with responsibility for Behaviour and Standards

	Essential	Identified by	Desirable	Identified by
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• A good Honours Graduate in a relevant subject with a record of continuing professional development.</li> <li>• The ability to teach to GCSE Level in own subject area.</li> <li>• Recent participation in a range of relevant CPD.</li> </ul>	<p>A</p> <p>A/ I/ R</p> <p>A/ I/ R</p> <p>A/I/R</p>	<ul style="list-style-type: none"> <li>• Catholic Teachers Certificate or Church Colleges Certificate in Church School studies.</li> <li>• Relevant NPQ qualification or working towards.</li> </ul>	A/ I
Experience	<ul style="list-style-type: none"> <li>• Evidence of successful experience as a Senior or Middle Leader.</li> <li>• Proven ability in improving standards and improving outcomes for all groups of students.</li> <li>• To be ICT literate, making appropriate use of IT as a teaching tool to enhance learning.</li> <li>• To have knowledge of and confidence in the use of student performance data in supporting students.</li> <li>• To have a very good understanding of pastoral systems related to effective strategies.</li> <li>• Understanding and experience of strategies to improve behaviour and improve culture across the school.</li> <li>• To have a good knowledge of current educational thinking and initiatives.</li> <li>• To demonstrate an understanding of strategic planning with regard to pastoral systems.</li> <li>• To demonstrate an understanding of quality assurance and its impact on effective pastoral systems.</li> <li>• To monitor staff performance and hold staff to account.</li> </ul>	<p>A/ I/ R</p> <p>A/ I/ R</p> <p>A/ I</p> <p>A/ I/ R</p> <p>A/ I/ R</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/I</p> <p>A/I/R</p>	<ul style="list-style-type: none"> <li>• Experience of successfully leading a team.</li> <li>• Experience of appraising staff and holding to account.</li> <li>• Experience of coaching colleagues and have a positive impact on the development of others.</li> </ul>	A/ I

<p>Personal Qualities &amp; Skills</p>	<ul style="list-style-type: none"> <li>• To support and contribute to the school’s Christian Ethos.</li> <li>• To have excellent communication and interpersonal skills.</li> <li>• To be able to gain the confidence of colleagues and students.</li> <li>• To be self-reflective, with the ability and desire to improve own performance.</li> <li>• To be able to effectively lead a team.</li> <li>• To be driven in improving standards.</li> <li>• To be able to work effectively in a team.</li> <li>• To be an exceptional teacher and leader.</li> <li>• To have excellent organisational skills.</li> <li>• To have excellent planning skills.</li> <li>• To have professional standards and expectations.</li> <li>• To have high personal standards – dress, conduct and presentation.</li> <li>• To be adaptable and flexible and listen to constructive criticism.</li> <li>• Record of excellent attendance and punctuality.</li> </ul>	<p>A/ I/ R A/ I/ R I I/ R  I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R  I/ R A/ I/ R A/ I/ R A/R</p>	<ul style="list-style-type: none"> <li>• Practising Christian, with involvement in the life or your Parish.</li> <li>• Willingness to commit additional time to developing Leadership skills through accredited courses if available</li> <li>• Personal drive, resilience, grit and determination.</li> <li>• Willingness to make difficult decisions in the interests of the students.</li> <li>• Understanding of how to develop a positive culture.</li> </ul>	<p>A/ I</p>
<p>Other</p>	<ul style="list-style-type: none"> <li>• To have the vision to move pastoral systems forward at Holy Family College.</li> <li>• To have a clear understanding of the role of Assistant Headteacher.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.</li> <li>• Cheerful and positive demeanour, and clear understanding that teaching is a vocation, and our actions are in the best interests of our students.</li> <li>• Use appropriate leadership styles in different situations and understand their likely effects.</li> <li>• Seek advice and support where necessary.</li> </ul>	<p>A/ I/ R  A/ I  I  I/ R  A/I/R  A/I/R</p>	<ul style="list-style-type: none"> <li>• Experience of leading on whole school initiatives.</li> </ul>	

A - Application Form  
I - Interview  
R - References