



Person Specification

Assistant Headteacher

| Essential Criteria | Criterion No. | Attribute | Stage Identified |
|---|---------------|--|------------------|
| Faith Commitment | E1 | Secure understanding of the distinctive nature of the Catholic school and Catholic education | A/I/R |
| | E2 | Understanding of the leadership role in spiritual development of pupils and staff | A/I/R |
| | E3 | Experience of leading school worship | A/I |
| Qualifications | E4 | Qualified teacher status | A/CC |
| | E5 | Degree | A/CC |
| | E6 | CCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/CC/I |
| Professional Development | E7 | Evidence of appropriate professional development for the role of assistant headteacher | A |
| | E8 | Evidence of recent leadership and management professional development | A/I/CC |
| | E9 | Evidence of appropriate safeguarding training | A |
| School Leadership and Management Experience | E10 | To have substantial and current experience as a middle leader | A/I/R |
| | E11 | To have had active and effective leadership of a team/key stage/curriculum area/department | A/I/R |
| | E12 | To have taken an active involvement in school self-evaluation and development planning | A/I/R |
| | E13 | To have implemented and developed a whole school initiative | A/I/R |
| | E14 | To have had responsibility for policy development and implementation | A/I/R |





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| | E15 | To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | A/I/R |
| Experience and Knowledge of Teaching | E17 | Significant teaching experience | A/I/R |
| | E18 | To have a knowledge and understanding of all key stages in the school | A/I |
| | E19 | To be able to effectively use data, assessment and target setting to raise standards/address weaknesses | A/I |
| Professional Attributes | E20 | To have excellent written and oral communication skills (which will be assessed at all stages of the process) | A/I |
| | E21 | To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies | A/I/R |
| | E22 | To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice | A/R |
| Personal Qualities | E24 | Inspire, challenge, motivate and empower teams and individuals to achieve high goals | A/I/R |
| | E25 | Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people. | A/I/R |
| | E26 | Continue to promote the school's strong educational philosophy and values. | A/I/R |





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| Application Form and Supporting Statement | E27 | The form must be fully completed and legible | A |
| | E28 | The supporting statement should be clear, concise (within the required word count) and related to the specific post | A |

| Desirable Criteria | Criterion No. | Attribute | Stage Identified |
|--------------------|---------------|---|------------------|
| Faith Commitment | D1 | Involvement in parish community | A/I |
| Qualifications | D2 | Recent experience in a Catholic school | A |
| | D3 | Experience of teaching in more than one school | A |
| | D4 | Experience of monitoring staff performance | A/I |
| | D5 | Knowledge and understanding of current educational issues | A/I |
| | D6 | Postgraduate level qualification | A |

| Key – Stage Identified | |
|------------------------|-----------------------|
| A | Application Form |
| I | Interview |
| R | References |
| CC | Checking Certificates |

