



Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Assistant Headteacher –Ethos

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Proven track record as an outstanding classroom teacher with experience of teaching from KS3 to KS5 including children with a full range of prior attainment and barriers to learning	E	Application Interview
Proven track record in securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well being	E	Application Interview
Ability to secure a culture of 'open classrooms' as a basis for sharing and transferring good practice	E	Application Interview
Ability to create an ethos within which all staff are motivated, supported to develop and hold each other to account	E	Application Interview
Ability to draw on a range of quantitate and qualitative data along with evidence from experience within and beyond our school in order to inform evaluation of aspects of school life and strategic planning for improvement	E	Application Interview
Knowledge and understanding of the distinctive characteristics of a Notre Dame Catholic Education as set out in the Hallmarks and the section 48 framework.	E	Application Interview
Knowledge and understanding of the features of formation and education in human wholeness	E	Application Interview
Strongly developed organisational skills	E	Application Interview
Experience of managing and leading staff	E	Application Interview
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Application Interview
Ability to reflect on own practice, critically evaluate and plan strategically for improvement	E	Application Interview
Ability to think on feet, work on own initiative and find solution to problems	E	Application Interview
Good interpersonal skills with strong two-way communication	E	Interview
Ability to inspire and motivate others	E	Interview
Ability to lead a team, make decisions, implement them and be accountable	E	Application Interview
Ability to handle conflict and change with optimism and resilience	E	Application Interview

Personal qualities, values and attributes		
Practicing Catholic who is committed to upholding and contributing to Catholic Christian ethos inspired by the model of servant leadership	E	Application Interview
Holds and is able to articulate a clear vision based on the common good, focused on providing high quality education in human wholeness	E	Application Interview
Demands ambitious standards for all students; overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for their work on students' outcomes	E	Application Interview
Values research and an evidenced based approach to teaching and school improvement	E	Application Interview
Is an excellent role model, displaying humour, diplomacy and integrity	E	Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Additional shared responsibilities as a member of SMT		
Committed to upholding confidentiality and treating staff, students and all members of the community with respect, valuing their dignity	E	Interview
Committed to providing a safe, calm and well- ordered environment for all pupils and staff, focussed on safeguarding students and developing their exemplary behaviour in school and wider society	E	Interview
Committed to establishing efficient, rigorous, fair and transparent systems and processes throughout the school	E	Interview
Committed to creating an outward –facing school, learning from and championing best practice to secure excellent achievements for all students	E	Interview
Willingness to contribute to extra-curricular activities	E	Application