



## St. Francis Xavier's RC Primary School

*Love one another as I have loved you*

### Assistant Headteacher Person Specification

Category	Essential	Desirable
<b>1. Faith Commitment</b>	Understanding of the distinctive nature of the Catholic school and Catholic education  Understanding of the importance of school's links with the parish and wider community and in promoting community cohesion	A practising and committed Catholic  Evidence of participation in faith life of the community  Experience in leading acts of worship in Catholic schools
<b>2. Qualifications</b>	Qualified teacher status	Postgraduate level qualification CCRS or equivalent
<b>3. Experience</b>	Successful experience of leading one or more subject areas and / or a key stage  Substantial, successful teaching experience	Recent experience in a Catholic voluntary aided school or Academy  Teaching experience in at least 2 of the 3 key stages: Foundation Stage, KS1 and KS2  Curriculum leadership in one or more subjects  Experience of teaching in more than one school
<b>4. Professional Development</b>	Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning	Evidence of continuing professional development relating to Catholic ethos, mission and religious education  Experience of leading/co-ordinating professional development opportunities

Category	Essential	Desirable
<b>4. Professional Development (Continued)</b>		Ability to identify own learning needs and to support others in identifying their learning needs
<b>5. Strategic Leadership</b>	<p>Ability to motivate staff, pupils and parents to achieve the aims of our school</p> <p>Ability to analyse data and identify its implications</p> <p>Knowledge of what constitutes high quality education and experience of raising standards and the achievement of pupils</p> <p>Understanding of and commitment to promoting and safeguarding the welfare of pupils'</p>	Evidence of having successfully brought about improvement at key stage or whole-school level
<b>6. Teaching and Learning</b>	<p>A secure understanding of the requirements of the National Curriculum</p> <p>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</p> <p>A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</p> <p>Experience of effective monitoring and evaluation of teaching and learning</p> <p>Secure knowledge of statutory requirements relating to the curriculum and assessment</p>	<p>Understanding of successful teaching and learning in religious education across the key stages</p> <p>Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</p>
<b>6.. Leading and Managing Staff</b>	<p>Experience of working in and leading staff teams</p> <p>Ability to support colleagues in undertaking responsibilities</p>	<p>Experience of line management</p> <p>Experience of supporting the continuing professional development of colleagues</p>
<b>8. Accountability</b>	<p>Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents</p> <p>Ability to provide clear information and advice to staff</p> <p>Understanding of performance management</p>	<p>Experience of presenting reports to governors</p> <p>Leading sessions to inform parents</p> <p>Experience of offering challenge and support to improve performance</p>

Category	Essential	Desirable
<b>9. Skills, Qualities &amp; Abilities</b>	<p>A passion for teaching and learning</p> <p>High quality teaching skills</p> <p>Commitment to the ethos and mission of a Catholic school</p> <p>High expectations of pupils' learning and attainment</p> <p>Strong commitment to school improvement and raising achievement for all</p> <p>Ability to build and maintain strong relationships with all stakeholders</p> <p>Ability to remain positive and enthusiastic when working under pressure</p> <p>Ability to organise work, prioritise tasks, make decisions and manage time effectively</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills</p>	
<b>10. References</b>	<p>Positive recommendation in professional references</p> <p>Satisfactory health and attendance record</p>	<p>Faith reference without reservation</p> <p>Professional reference without reservation</p>