



**Bishop Chadwick**  
Catholic Education Trust

## Person Specification – Assistant Headteacher

**Responsible to:** Headteacher

**GRADE:** L12-L16

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent</li> <li>• Teaching Qualification (Secondary)</li> <li>• QTS</li> <li>• Evidence of further Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree 2:1 or better</li> <li>• Master's level qualification in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Secondary school teaching experience</li> <li>• Experience of strategically managing a team and the ability to demonstrate impact of leadership</li> <li>• Evidence of working strategically with data</li> <li>• Understanding the characteristics of effective strategies used to increase attainment</li> <li>• Sound knowledge of School Leadership issues and the OFSTED framework</li> <li>• Demonstrable record of excellent classroom practice</li> <li>• Evidence of leading Staff development</li> <li>• Evidence of leading successful school wide initiatives</li> <li>• Ability to articulate and promote the distinctive nature of Catholic Education</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial secondary school experience in more than one school</li> <li>• Experience of working in a secondary school leadership team</li> <li>• Experience of in school self-evaluation and school improvement</li> <li>• An ability to provide evidence of impact following initiatives</li> <li>• Experience of working in Catholic Education</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview and Assessment Process</li> <li>• References</li> </ul>

<b>Attitudes and Personal Attributes</b>	<ul style="list-style-type: none"><li>• Commitment to the Ethos, Mission and Values of BCCET and St Joseph's</li><li>• A Desire to care for each individual student regardless of background or ability</li><li>• A commitment to ongoing CPD</li></ul>	•	<ul style="list-style-type: none"><li>• Personal Statement and Assessment Process</li></ul>
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