



Employee Specification: **Assistant Principal: Behaviour & Attitudes, Attendance and Careers**

Please note source of evidence of fulfilled criteria:

Application Form – A Letter – L References – R Interview – I Cert - Certificates

Experience and knowledge	Essential or Desirable	Evidence
Is a practising and committed Catholic (see below)	D	A/I/R
Qualified Teaching Status	E	Cert
Good Honours Degree	D	Cert
Experience as an effective leader at middle or senior leadership level in a school	E	A/I
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	E	A
Leads by example and is a positive role model with excellent communication skills	E	A/I/R
Personal impact and presence	E	I
Has an understanding of the leadership role in the spiritual development of students and staff in the college	E	A/I/R
Has an understanding of current educational provision and the wider school systems	E	A/I
Has a record of effective classroom practice based on high expectations of all students	E	A/I/R
Has a record of effective behaviour management based on high expectations of all students	E	A/I/R
Demonstrates management, leadership, and interpersonal skills	E	A/I/R
A comprehensive understanding of recent or impending curriculum changes including those relating to behaviour, attitudes and personal development	E	A/I
Knowledge and understanding of the latest legislation, future impending changes and current research in the areas of behaviour & attitudes	E	A/I
Students and staff	Essential or Desirable	Evidence
Has ambitious standards and high expectations for all students	E	A/I/R



Has an understanding and experience of behaviour management processes and procedures relating to subgroups and whole school	E	A/I/R
Excellent understanding of high-quality teaching and learning	E	A/I/R
Promotes the development of the whole child	E	A/I/R
Uses data analysis to effectively drive whole school improvement	E	A/I/R
Encourages all staff to develop their unique potential	E	A/I/R
Is an effective teacher	E	A/I/R
Systems and process	Essential or Desirable	Evidence
Ensures the safety of all staff and students at all times	E	A/I/R
Promotes excellent behaviour and positive attitudes to school life	E	A/I
Uses systems for performance management to hold staff to account	E	A/I
Ability to challenge under-performance	E	A/I
Self-improving school	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	E	A/I/R
Effective partnerships with a range of professionals	E	A/I
Uses well evidenced research to achieve excellence	D	A/I
Provides high-quality opportunities for staff development	E	A/I/R
Confident, entrepreneurial, and innovative approach to school improvement	D	A/I
Source of inspiration and encouragement for all in the college community	E	A/I
Securing accountability	Essential or Desirable	Evidence
Contributes to the development of a Catholic school ethos	E	A/I/R
Ensures individual staff accountabilities are clear, understood, agreed, reviewed, and evaluated	E	A/I
Works with the Senior Leadership Team and Governing Body to enable it to meet their responsibilities	E	A/I
Develops an accurate and understandable account of the school's performance for a range of audiences	E	A/I
Personally contributes to school achievements taking account of feedback from others	E	A/I
Strengthening the community	Essential or Desirable	Evidence



Builds a school culture and curriculum which takes account of the richness and diversity of the community's Catholic Christian faith	E	A/I/R
Creates and promotes strategies for challenging racial and other prejudices	E	A/I
Ensures learning experiences for students are linked into and integrated with the wider community	D	A/I
Ensures a range of community-based learning experiences	D	A/I
Collaborates with agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of students and their families	D	A/I
Creates and maintains an effective partnership with parents and carers	E	A/I
Invites local community into school to enhance and enrich the college	D	A/I
Shares effective practice working in partnership with other schools	E	A/I
Application form and letter	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria	E	L
Confidential references and reports	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships	D	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R

Criteria Key

D – Desirable
E – Essential

Assessment Key

A – Application Form
I – Interview
L – Letter
R – References

What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an



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informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for "*full communion*" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information including examples where there may be a reason why somebody is not in a position to take up a key responsibility in a Catholic school, please see 'Christ at The Centre: Why the Church provides Catholic Schools' by Mgr Marcus Stock 2012.