



***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: Associate Assistant Headteacher –RE and Personal Development**

| <b>Specification</b>  | <b>Criteria</b>                | <b>Evidenced by</b>                             |
|---|--------------------------------|---|
|   | <b>Essential<br/>Desirable</b> | <b>Application<br/>Interview<br/>Reverences</b> |
| <b>Knowledge, skills &amp; experience</b>   |                                |   |
| 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   | <b>E</b>                       | 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 | <b>E</b>                       | Application Interview                           |
| Ability to secure a culture of 'open classrooms' as a basis for sharing and transferring good practice  | <b>E</b>                       | Application Interview                           |
| Ability to create an ethos within which all staff are motivated, supported to develop and hold each other to account  | <b>E</b>                       | 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                                   | <b>E</b>                       | 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.   | <b>E</b>                       | Application Interview                           |
| Knowledge and understanding of the features of formation and education in human wholeness   | <b>E</b>                       | Application Interview                           |
| Strongly developed organisational skills  | <b>E</b>                       | Application Interview                           |
| Experience of managing and leading staff  | <b>E</b>                       | Application Interview                           |
| Ability to prioritise own work to meet deadlines and ensure most effective use of time  | <b>E</b>                       | Application Interview                           |
| Ability to reflect on own practice, critically evaluate and plan strategically for improvement  | <b>E</b>                       | Application Interview                           |
| Ability to think on feet, work on own initiative and find solution to problems  | <b>E</b>                       | Application Interview                           |
| Good interpersonal skills with strong two-way communication   | <b>E</b>                       | Interview                                       |
| Ability to inspire and motivate others  | <b>E</b>                       | Interview                                       |
| Ability to lead a team, make decisions, implement them and be accountable   | <b>E</b>                       | Application Interview                           |
| Ability to handle conflict and change with optimism and resilience  | <b>E</b>                       | Application Interview                           |

| <b>Personal qualities, values and attributes</b>   |          |                              |
|--|----------|------------------------------|
| Practicing Catholic who is committed to upholding and contributing to Catholic Christian ethos inspired by the model of servant leadership   | <b>E</b> | <b>Application Interview</b> |
| Holds and is able to articulate a clear vision based on the common good, focused on providing high quality education in human wholeness  | <b>E</b> | <b>Application Interview</b> |
| 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            | <b>E</b> | <b>Application Interview</b> |
| Values research and an evidenced based approach to teaching and school improvement   | <b>E</b> | <b>Application Interview</b> |
| Is an excellent role model, displaying humour, diplomacy and integrity   | <b>E</b> | <b>Interview</b>             |
| Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment   | <b>E</b> | <b>Application Interview</b> |
| <b>Additional shared responsibilities as a member of SMT</b>   |          |                              |
| Committed to upholding confidentiality and treating staff, students and all members of the community with respect, valuing their dignity   | <b>E</b> | <b>Interview</b>             |
| 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 | <b>E</b> | <b>Interview</b>             |
| Committed to establishing efficient, rigorous, fair and transparent systems and processes throughout the school  | <b>E</b> | <b>Interview</b>             |
| Committed to creating an outward –facing school, learning from and championing best practice to secure excellent achievements for all students   | <b>E</b> | <b>Interview</b>             |
| Willingness to contribute to extra-curricular activities   | <b>E</b> | <b>Application</b>           |