



ST MONICA'S ROMAN CATHOLIC HIGH SCHOOL

HEAD OF ENGLISH

	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	Qualified teacher status	✓		Letter of Application
	Good Honours Degree in appropriate subject	✓		
	Catholic Certificate of Religious Studies (completed or undertaking)		✓	
CPD	Successfully undertaken appropriate Child Protection training	✓		
	Evidence of recent and relevant professional development	✓		
Experience	Successful teaching of full ability and age range	✓		Letter of Application and interview
	Some management experience	✓		
	Involvement in the organisation of whole school initiatives	✓		
	Understanding the school's role in the community	✓		
	Experience of involvement in the organisation or delivery of school events	✓		
	Experience of the use of IT in school; including the skill to support and develop school wide digital technologies that promote learning both onsite and remotely.		✓	
Knowledge/ Skills	Knowledge of KS3 and KS4 curriculum and examination syllabi	✓		Letter of Application and interview
	Staff Development	✓		
	Good general knowledge of current educational issues	✓		
	Understanding the role of Head of Department as an agent for School Improvement.	✓		
	Use of value-added data, benchmarking and target setting to aid school improvement.		✓	
	Excellent disciplinary standards.	✓		
	Ability to motivate and inspire and develop colleagues.	✓		
	Ability to communicate effectively with staff, pupils, parents and the wider community services.	✓		

	Ability to lead, manage and make staff accountable.	✓		
	Ability to co-ordinate the work and contribution of other staff.	✓		
	Good organisational and administration skills	✓		
	High level of inter-personal skills and ability to foster professional development.	✓		Interview
Personal	Commitment to supporting the full Catholic life of the school	✓		Letter of Application and interview
	Readiness to initiate change and show initiative; breadth of vision	✓		
	Enthusiasm and energy	✓		
	A sense of humour and ability to keep things in perspective	✓		
	Commitment to equality of opportunity	✓		
	Excellent attendance and punctuality record	✓		
	Professional dress	✓		
	Adaptability	✓		
	Self-confident, supportive of others		✓	