



Person Specification: Head of Learning (Maternity Leave)



	Essential	Desirable	Evidence
Catholic ethos	<ul style="list-style-type: none"> ▪ Have knowledge and understanding of Christian faith. ▪ Be comfortable working in a Catholic School. 	<ul style="list-style-type: none"> ▪ Be a practising Catholic. 	References Interview Application
Personal qualities	<ul style="list-style-type: none"> ▪ Good health and attendance record. ▪ Be enthusiastic and energetic. ▪ Good ICT, literacy and numeracy skills. ▪ Democratic, sensitive and display a good sense of humour. ▪ Possess good communication skills. ▪ Be a good administrator. ▪ Have good organisational and time management skills. ▪ Be assertive and confident. ▪ Be well educated with English and Maths. ▪ Maintain excellent standards of behaviour. ▪ Discretion. ▪ Ability to work hard with competing deadlines, completing deadlines, prioritising appropriately and maintaining good humour. ▪ Willingness to attend outside meetings and to work outside the timetabled day. ▪ Able to attend Open Morning on a specified day in September/October in the autumn term. 	<ul style="list-style-type: none"> ▪ Be educated to degree level. ▪ Experience of running and organising extra-curriculum events. 	References Interview Application
Experience	<ul style="list-style-type: none"> ▪ Having worked with young people not necessarily in Schools. ▪ Understanding of successful strategies for meeting the needs of all students. 	<ul style="list-style-type: none"> ▪ Experience of working with outside agencies. ▪ Worked in School or with young people. ▪ Developing and implementing effective pastoral care and behaviour management of students. ▪ The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress. ▪ Understanding of Child Protection and safeguarding practice and responsibilities. ▪ Knowledge of issues affecting students on transition from Primary School. 	References Interview Application

I can do all things with the help of God who strengthens me
Philippians (4:13)