

**Person Specification: Head of Learning**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Catholic ethos** | * Have knowledge and understanding of Christian faith.
* Be comfortable working in a Catholic School.
 | * Be a practising Catholic.
 | ReferencesInterviewApplication |
| **Personal qualities** | * 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.
 | * Be educated to degree level.
* Experience of running and organising extra-curriculum events.
 | ReferencesInterviewApplication |
| **Experience** | * Having worked with young people not necessarily in Schools.
* Understanding of successful strategies for meeting the needs of all students.
 | * 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.
 | ReferencesInterviewApplication |