

**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. | References  Interview  Application |
| **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. | References  Interview  Application |
| **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. | References  Interview  Application |