



## PERSON SPECIFICATION

### POST: Head of Sixth Form

| CHARACTERISTICS                           | ESSENTIAL  | DESIRABLE  | EVIDENCE  |
|---|--|--|---|
| <b>ETHOS</b>                              | <ul style="list-style-type: none"><li>❖ Strong commitment to the Christian ethos of the school</li></ul>   | <ul style="list-style-type: none"><li>❖ Committed Christian</li></ul>                        | <ul style="list-style-type: none"><li>❖ Application</li><li>❖ Reference</li><li>❖ Interview</li></ul> |
| <b>QUALIFICATIONS</b>                     | <ul style="list-style-type: none"><li>❖ Good relevant honours degree</li><li>❖ Qualified Teacher Status</li></ul>  | <ul style="list-style-type: none"><li>❖ Other relevant training and qualifications</li></ul> | <ul style="list-style-type: none"><li>❖ Application</li><li>❖ Original certificates</li></ul>         |
| <b>EXPERIENCE</b>                         | <ul style="list-style-type: none"><li>❖ Successful teaching experience, up to and including GCSE and A Level</li><li>❖ Proven track record of leading a team of staff to achieve positive progress with students</li></ul>   | <ul style="list-style-type: none"><li>❖ Previous successful pastoral experience</li></ul>    | <ul style="list-style-type: none"><li>❖ Application</li><li>❖ Reference</li><li>❖ Interview</li></ul> |
| <b>HEALTH, ATTENDANCE AND RELIABILITY</b> | <ul style="list-style-type: none"><li>❖ Good attendance and reliability</li><li>❖ Professional dress</li><li>❖ Professional commitment</li><li>❖ Good timekeeping</li></ul>  |  | <ul style="list-style-type: none"><li>❖ Reference</li></ul>   |
| <b>TEACHING AND LEARNING</b>              | <ul style="list-style-type: none"><li>❖ Knowledge and experience of a range of successful teaching and learning strategies to challenge and engage all learners</li><li>❖ A clear understanding of what constitutes progress of students at A-level</li><li>❖ Can rapidly build and sustain professional positive relationships with young people</li><li>❖ Ability to interpret and act on a wide range of key data</li></ul> |  |   |



|                             |   |   |   |
|-----------------------------|---|---|---|
| <b>PASTORAL WORK</b>        | <ul style="list-style-type: none"> <li>❖ Commitment to the pupils in the Sixth Form in terms of their personal and social development</li> <li>❖ Commitment to working with parents</li> </ul>  | <ul style="list-style-type: none"> <li>❖ Experience of UCAS process and post 18 destinations.</li> </ul>  | <ul style="list-style-type: none"> <li>❖ Application</li> <li>❖ Interview</li> </ul>                      |
| <b>SPECIAL APTITUDES</b>    | <ul style="list-style-type: none"> <li>❖ High level of personal motivation and drive</li> <li>❖ Good organisational skills</li> <li>❖ Rigorous approach to student management</li> <li>❖ Initiative</li> <li>❖ Good ICT skills</li> </ul>   | <ul style="list-style-type: none"> <li>❖ Awareness of current changes to post-16 landscape</li> </ul>   | <ul style="list-style-type: none"> <li>❖ Reference</li> <li>❖ Interview</li> </ul>                        |
| <b>INTERPERSONAL SKILLS</b> | <ul style="list-style-type: none"> <li>❖ An ability to work as part of a team</li> <li>❖ Ability to challenge and motivate young people</li> <li>❖ A genuine reflective practitioner</li> <li>❖ Belief in the responsibility of a school to include pupils with a diverse range of educational needs</li> <li>❖ To support and contribute to the Catholic ethos of the school</li> <li>❖ Ability to demonstrate sound judgement and make considered decisions</li> <li>❖ Able to respond positively to pressure</li> <li>❖ Well-developed sense of proportion and humour</li> <li>❖ Is highly credible and can model excellent leadership behaviours</li> </ul> | <ul style="list-style-type: none"> <li>❖ Ability to develop links with outside partners</li> <li>❖ Aspire to a senior leadership role in a school / potential for future promotion</li> <li>❖ Good networker with outside partners</li> </ul> | <ul style="list-style-type: none"> <li>❖ Reference</li> <li>❖ Interview</li> </ul>                        |
| <b>OTHER</b>                | <ul style="list-style-type: none"> <li>❖ A commitment to ongoing personal and professional development</li> <li>❖ A commitment to extra-curricular activities</li> </ul>  |   | <ul style="list-style-type: none"> <li>❖ Application</li> <li>❖ Reference</li> <li>❖ Interview</li> </ul> |



# All Saints Catholic Collegiate

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FAITH, LOVE & LEARNING