

# ST AUGUSTINE OF CANTERBURY CATHOLIC HIGH SCHOOL



## PERSON SPECIFICATION – ASSISTANT HEADTEACHER

The Governing Body is seeking to appoint a person who possesses the following qualities and skills:

ASPECT	ESSENTIAL	Evidence From (A=Application, I=Interview, R=Reference)	DESIRABLE	Evidence From (A=Application, I=Interview, R=Reference)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualified Teacher status</li> <li>Degree level qualification</li> <li>Evidence of up-to-date, relevant CPD</li> </ul>	A A A	<ul style="list-style-type: none"> <li>Catholic Certificate in Religious Studies</li> <li>Additional professional qualification (eg LfTM; MEd; NPQML; NPQSL)</li> </ul>	A  A
<b>TEACHING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Excellent classroom practitioner</li> <li>Outstanding levels of pupil achievement and pupil progress</li> <li>Significant teaching experience in the 11-16 range</li> <li>Outstanding classroom management</li> <li>Familiar with current teaching trends and the latest initiatives</li> </ul>	R R A/R  A/R  A/R/I	<ul style="list-style-type: none"> <li>Experience of teaching in more than one secondary school or supporting other schools</li> </ul>	A
<b>LEADERSHIP AND MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Current leadership/middle leadership experience</li> <li>Significant experience of leading a team</li> <li>Ability to speak confidently and effectively to a variety of audiences</li> <li>Ability to develop effective teams and empower others</li> <li>Ability to demand high standards and to hold others accountable for their performance</li> <li>Evidence of driving ambition and raising standards for pupils</li> <li>Up-to-date knowledge of the current Ofsted framework</li> <li>Ability to analyse and interpret appropriate data using a range of software.</li> </ul>	A/R A/R/I I A/R A/R A/R I R/I	<ul style="list-style-type: none"> <li>Recent evidence of leading a successful whole school initiative</li> <li>Evidence of effectively implementing intervention strategies, which raise standards and engage disaffected pupils</li> <li>Evidence of recent Safeguarding training</li> </ul>	A/R  A/R  A/R

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<b>PROFESSIONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively, both orally and in written form</li> <li>Ability to motivate and empower others</li> <li>High level inter-personal skills</li> <li>Experience of delegating tasks and supporting staff in carrying out tasks</li> <li>Ability to manage time effectively</li> <li>Successfully deal with a demanding workload</li> <li>Outstanding record of attendance and punctuality</li> <li>Thorough knowledge of recent educational reforms and initiatives</li> <li>Attention to detail</li> </ul>	I/A  R  R/I  A/R  R/I  A/R/I  R  A/I  A/I	<ul style="list-style-type: none"> <li>Experience of undertaking whole school evaluations/reviews</li> <li>Experience of working with governors</li> <li>Excellent IT skills including knowledge and use of Excel</li> </ul>	A/R   A/R  A/R/I
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Actively supportive of the Catholic ethos of the school</li> <li>Secure understanding of the distinctive nature of the Catholic school and Catholic education</li> <li>Strong commitment to hard work</li> <li>Creative and innovative thinker</li> <li>Enthusiasm</li> <li>Integrity, loyalty, honesty</li> <li>High quality people skills</li> <li>Resilient, reflective and resourceful</li> <li>Excellent sense of perspective</li> <li>Can engage a wide variety of audiences</li> <li>Demonstrating a growth mindset</li> <li>Ability to manage and resolve conflict</li> </ul>	A/I  I/A  R  R/I  I R/I R/I R/I  R/I/A  R/I  R/I  I/A	<ul style="list-style-type: none"> <li>Ambition for Deputy Headteacher/ Headship</li> <li>Practising Catholic</li> <li>Involvement in parish community</li> </ul>	I  A A