



St Ursula's Convent School
A Humanities College and Teaching School

Person Specification for Assistant Headteacher

The School is part of the Catholic Church and is to be conducted in accordance with Canon Law, and the teaching of the Roman Catholic Church. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

*Note: Candidates must address criteria assessed by application [A] in their letter
 Candidates failing to meet any of the essential criteria will automatically be excluded*

E = Essential D = Desirable	A = Application form I = Interview R = Reference
--------------------------------	--

[A] Faith Commitment

	E/D	A/I/R
<ul style="list-style-type: none"> Practising Catholic 	E	A/R

[B] Qualifications, Experience and Professional Development

	E/D	A/I/R
<ul style="list-style-type: none"> Qualified Teacher Status 	E	A
<ul style="list-style-type: none"> Degree 	E	A
<ul style="list-style-type: none"> CCRS/Catholic Leadership Programme or commitment to obtaining the certificate 	D	A
Other qualifications:		
Professional Development: <ul style="list-style-type: none"> Ongoing CPD Has successfully undertaken NCSL-approved 'safer recruitment' training 	E D	A/I
Other training:		
<ul style="list-style-type: none"> Experience as a Middle Leader or Assistant Head or Deputy Head teacher 	E	A/I
Teaching Experience <ul style="list-style-type: none"> Evidence of good/outstanding classroom practice 	E	A/I/R
<ul style="list-style-type: none"> Relevant, recent experience of teaching in a Catholic School 	D	A/I/R

[C] Experience

	E	I/R
<ul style="list-style-type: none"> • Successful teaching, leadership and management experience in a secondary school. • Experience of the development and implementation of whole school policies in a Catholic Secondary School, taking account of the distinctive Catholic ethos. • Experience of resources planning and financial management. • Involvement in implementing and monitoring school development plans 	E D E E	

Knowledge / Skills / Abilities	E	A/I/R
<ul style="list-style-type: none"> • Ability to promote, motivate and help lead a school in strategies for raising the personal and academic achievements of all pupils. • Ability to establish an ethos conducive to promoting good relationships whilst maintaining discipline and high standards of behaviour. • Understanding of the Assistant Head teacher's leadership and management role in relation to the staff, curriculum and resources. • Knowledge of staff management issues, including pastoral care, performance management and staff development. • Knowledge and understanding of the statutory role of governors in a Catholic voluntary aided school. • Knowledge and understanding of data collection, presentation and interpretation. • Ability to develop and maintain co-operative relationships with the Diocese, the local parishes and the Local Authority. • Ability to develop the school and to help manage change through motivation and inclusive leadership. • Knowledge and understanding of recent educational developments and legislative changes and their significance for the management and leadership of the school. 		

Personal Qualities	E	I/R
<ul style="list-style-type: none"> • Ability to be self- critical, reflective and to identify areas of development. • Ability to build and lead effective teams. 		

Other Requirements	E	A/I/R
<ul style="list-style-type: none"> • Commitment to the Local Authority’s Equal Opportunities Policy and acceptance of responsibility for its practical application. • Evidence of ability to apply the Local Authority’s Equal Opportunities Policy in providing quality education to all children. • Understanding of Health & Safety issues within a school context and of the Assistant Head teacher’s responsibilities for ensuring a safe working environment for all pupils and staff. • Commitment to safeguarding and promoting the welfare of children. 		

[D] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

[E] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer (for assistant headship this should be the head teacher)	E

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.