



St Patrick's Catholic Voluntary Academy

ASSISTANT HEADTEACHER

Person Specification

We require someone who:

- Is an inspirational class teacher
- Is passionate about teaching and brings positivity and energy to the leadership team, to children's learning and daily experiences
- Is highly professional, a positive leader who will be fully committed to getting the job done to a very high standard and secure the very best outcomes for pupils and the school
- Is inspiring and creative and who can think 'out of the box' to contribute to our vision
- Has excellent pedagogical knowledge and understanding appropriate to the age range of children
- Is an outstanding communicator and motivator of people
- Is committed to continuous development and improvement both of self and others
- Has an excellent understanding of the curriculum and provision

ASSISTANT HEADTEACHER CRITERIA FOR APPOINTMENT

(A framework for determining the criteria)

Please note source of evidence of fulfilled criteria: Application Form - A Letter – L References – R Interview - I

TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence
Qualified teacher status	E	A
Degree	E	A
Professional development or training undertaken in preparation for senior leadership	D	A

EXPERIENCE OF TEACHING AND EDUCATIONAL LEADERSHIP

	Essential or Desirable	Evidence
Experience of middle leadership in a Primary School	D	A/L/R
Other leadership and management experience (For example, contribution to management of the school: e.g. subject leader, head of department, head of year, key stage leader, SENCo or experience as a consultant or teacher adviser. Timetabling, Monitoring & Evaluation, data analysis & target setting etc. Consider number of years' experience required)	D	A/L/R

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

The successful candidate will be able to demonstrate skill, knowledge and understanding in the areas listed below.

	Essential or Desirable	Evidence
A distinctive personal vision for a Catholic school		
• The role of an Assistant Headteacher in leading the spiritual development of pupils and staff	D	I/L
• The central place of Religious Education as a core subject in the school's curriculum	D	I/L
• The implications for a Catholic school in a diverse community	D	I
• Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools	D	I/L
• Strategies for strengthening a school's link with the wider community including parents, carers and parish	E	I
• The partnership between the school and the parish community	E	I
The process of strategic planning for school improvement		
• The principles and practice of effective school self-evaluation including data analysis	D	I
• Outstanding classroom teacher	E	R/I
• The principles and practice of effective teaching, learning and assessment	E	R/I
• Strategies to promote and sustain individual and team professional development	E	R/L/I

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES

The successful candidate will be able to provide evidence of personal capacity to:-

	Essential or Desirable	Evidence
Communicate effectively to a range of audiences and in a range of media	E	L/I
Build and maintain effective relationships		
• Prioritise, plan and organise themselves and others	E	R/L
• Seek and take account of the views of others	E	R/L
• Develop effective teamwork	E	R/L
Convey personal enthusiasm and commitment	E	I/R/L

APPLICATION FORM AND LETTER

	Essential or Desirable	Evidence
Application form to be completed in full and legible, on the CES form	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria	E	L

CONFIDENTIAL REFERENCES AND REPORTS

	Essential or Desirable	Evidence
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R