



ST MARY'S CATHOLIC PRIMARY SCHOOL

Assistant Headteacher – Person Specification [March 2023]

Criteria		Essential	Desirable	Evidence
Faith Commitment/Catholicity				
1	A commitment to support the catholic ethos and identity of the school	✓		A/I
Qualifications				
2	Degree level qualification or equivalent and Qualified Teacher Status.	✓		A
3	Evidence of recent and relevant continuing professional development on curriculum and learning and teaching.	✓		A/I
4	Evidence of recent and relevant continuing professional development on school leadership,		✓	A/I
5	Up to date safeguarding training.	✓		A
Experience				
6	Substantial, successful teaching experience in the primary phase.	✓		A/R/I
7	Successful experience in a senior/middle leadership role in the primary phase.	✓		A/R/I
8	Experience of leading on inclusion across the primary phase.		✓	A/I
9	Evidence of successful leadership of teaching to improve pupil outcomes and ensure high quality provision.	✓		A/I
10	Experience of building, motivating and leading staff teams, respecting contributions and feedback in order to secure the best possible outcomes for pupils.	✓		A/I
11	Experience of identifying emerging talent and motivating staff to continually improve their own practice		✓	A/I
12	Understanding of effective budget planning and resource deployment.		✓	A/I
13	Experience of working with governors to enable them to fulfil whole school responsibilities.		✓	A/I

Knowledge and Skills				
14	Outstanding classroom practitioner with a deep understanding of learning and teaching.	✓		A/R/I
15	Understanding of and ability to discuss local and national trends in education and school systems.		✓	I
16	Ability to foster and maintain successful working relationships with all stakeholders, involving them in the	✓		A/I

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	school's development and in transforming vision into practice.			
17	Commitment to managing the wellbeing of all and an ability to identify ways to reduce unnecessary workload for staff.	✓		A/I
18	Ability to interpret, analyse and use a wide range of data and information effectively, to drive school improvement.	✓		A/I
19	Understand issues relating to managing a school including safeguarding, inclusion and equality policies and their implementation. This includes: an awareness of child protection procedures, health and safety legislation, equal opportunities, race relations, disability, human rights and employment legislation.	✓		I
20	Understanding of how to effectively support vulnerable children and pupils with special education needs.	✓		A/I
Personal Qualities				
21	Enthusiasm and a love of learning.	✓		A/I
22	Excellent communication, listening and negotiating skills for a range of purposes and audiences.	✓		A/I
23	Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances.	✓		A/I
24	High expectations of self and others.	✓		A/I
25	A commitment to inclusive education for all.	✓		A/I
Safeguarding Children: Safer Recruitment and Selection				
26	In addition to candidates' ability to perform the duties of the post, the recruitment process will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. 	✓		A/I

Evidence: A – Application R – Reference I - Interview