



Assistant Headteacher for Personal Development

Personal Specification

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The post therefore requires a practicing Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This school, St Cecilia's Catholic High School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic		/	A/I/R
2.	Involvement in parish community		/	A/I

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

		Essential	Desirable	Source
3.	Leading school worship	/		A/I
4.	Ways of developing religious education and worship	/		A/I
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	/		A/I
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford		/	A/I

[B] Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	/		A/CC
8.	Degree	/		A/CC
9.	National Award for SEN qualification (NASENCO) or the commitment, supported by the school, to doing so within 3 years	/		A/CC/I

[C] Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of Assistant Headteacher		/	A
11.	Evidence of recent leadership and management professional development		/	A
12.	Has successfully undertaken appropriate school-directed annual Child Protection training	/		A/I/CC
13.	Has successfully undertaken Designated Safeguarding Lead Training or has a commitment to do so, supported by the school, within the first year	/		A/I/CC
14.	Has completed the Catholic Leadership Programme or has a commitment to doing so		/	A/I/CC

[D] School leadership and management experience

		Essential	Desirable	Source
15.	To have substantial and recent experience as a Senior Leader in a secondary school		/	A/I/R
16.	To have had active and effective leadership of a team / department/ key stage/ curriculum area	/		A/I/R
17.	To have demonstrate successful/effective leadership in a secondary school	/		A/I
18.	To have taken an active involvement in school self-evaluation and development planning	/		A/I/R
19.	To have involvement in or understanding of financial management in a school		/	A/I/R
20.	To have implemented and developed a whole school initiative	/		A/I/R

		Essential	Desirable	Source
21.	To have had responsibility for policy development and implementation		/	A/I/R
22.	To have had experience of and ability to contribute to staff development across the secondary range. (E.g. coaching, mentoring, INSET for staff)		/	A/I/R

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
23.	Experience of teaching in more than one school		/	A/I
24.	Significant teaching experience within the secondary phase	/		A/I/R
25.	To have a knowledge and understanding of both key stages in the secondary phase		/	A/I/R
26.	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses		/	A/I/R
27.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	/		A/I/R

[F] Professional Attributes

		Essential	Desirable	Source
28.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	/		I
29.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	/		I
30.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	/		A/I
31.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	/		I
32.	Show a good commitment to sustained attendance at work	/		A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document.

The Assistant Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

[I] Confidential References and Reports

Positive recommendation from all referees, including current employer.	✓
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The Governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.