



Lancaster Christ Church C of E Primary School

Have Faith...

Person Specification / Selection Criteria for an Assistant Headteacher

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

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Faith Commitment

		Essential/ Desirable
1.	Committed to effectively lead a Church school and uphold, promote and further develop the Christian ethos	E
2.	Member of a church in membership of Churches Together in England. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).	D

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

	Essential/Desirable
Leading school worship	D
Ways of developing religious education and worship	D
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn	D
Ways of leading the spiritual development of all the school community	D

[B] Qualifications

Qualification requirements	Essential/Desirable
Qualified teacher status	E
Degree	E

[C] Professional Development

In yourself... In others... In God.

“For nothing will be impossible with God” **Luke 1:37**



Lancaster Christ Church C of E Primary School

Have Faith...

	Essential/Desirable
Evidence of appropriate professional development for the role of Assistant headteacher	D
Evidence of on-going and progressive leadership and management professional development/experience.	D
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E

[D] School leadership and management experience

	Essential/Desirable
Evidence of direct involvement in whole school self- evaluation and school improvement strategies.	D
Successful experience of leading one or more curriculum areas	D
To have led a range of whole school initiatives.	D
Experience of working effectively within staff teams	E
Experience of line management of staff	D
To have had responsibility for policy development and implementation	D
To have had experience of and the ability to support other staff with their professional development across the primary range. (E.g. peer support, mentoring, delivering training)	E
Work positively with parents/carers	E
To demonstrate an awareness of current national education policy.	E

[E] Experience and knowledge of teaching

	Essential/Desirable
Proven excellence in teaching pupils within the primary phase	E
Thorough knowledge of whole school expectations regarding standards of teaching and learning within and across all 3 Key Stages in the primary phase.	E
Secure understanding of assessment strategies, data analysis and the use of assessment to accelerate progress.	E
Ability to promote inclusion and meet the additional needs of all pupils.	E
A commitment to addressing diversity positively	E

[F] Professional Attributes

	Essential/Desirable
Ability to deal effectively and positively with a range of pupil behaviours.	E
An ability to communicate effectively, both orally and in writing, with a range of audiences	E

In yourself... In others... In God.

“For nothing will be impossible with God” **Luke 1:37**



Lancaster Christ Church C of E Primary School

Have Faith...

To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E
Have commitment to maintaining sustained attendance at work	E
A commitment to personal professional development	E
A desire to further develop as a primary leader	E
Ability to support and develop the vision of the school.	E
Ability to motivate adults and children.	E

[G] Personal Qualities

	Essential/Desirable
A passion for pupil aspiration	E
Excellent interpersonal, communication and networking skills, with high levels of integrity and professionalism.	E
Experience and understanding of pastoral care, including issues concerning families.	D
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E
Ability to build and maintain good relationships across the wider school community.	E
The ability to perform effectively under pressure	E
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E

[H] Safeguarding

	Essential/Desirable
Displays commitment to the protection and safeguarding of children and young people	E
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
Will co-operate and work with relevant agencies to protect young people	E

[I] Professional Skills

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description.

Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in our school throughout the appointment process.

In yourself... In others... In God.

“For nothing will be impossible with God” Luke 1:37



Lancaster Christ Church C of E Primary School

Have Faith...

[J] Confidential References.

Positive and supportive faith reference from the priest/minister where the applicant regularly worships. Candidates who do not use their Parish priest/minister must give an explanation in the letter of application	D
Positive recommendation from all referees, including current / most recent employer	E

[K] 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.

In yourself... In others... In God.
"For nothing will be impossible with God" **Luke 1:37**