



The Blessed Sacrament Catholic Primary School

Part of Mater Ecclesiae Catholic Multi-Academy Trust

Headteacher: Miss K. Hannah



Person Specification/Selection Criteria for

Appointment of ASSISTANT HEADTEACHER at

The Blessed Sacrament Catholic Primary School

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.

Attributes	Essential	Desirable	Method of Assessment
A. Practising Catholic		X	A
B. Training and Qualifications			
Qualified Teacher Status	X		A
Degree	X		A
NPQ		X	A
CCRS		X	A
Participation in a range of relevant in-service training over the last two years	X		A
C. Professional Knowledge and Understanding of:			
The National Curriculum, learning environments, assessment, and pupils' educational development.	X		A / I / R
Understanding of safeguarding and child protection procedures	X		A / I / R
Principles and practices of inclusion	X		A / I / R
Development of pupils' faith	X		A / I / R
School's role in the Community	X		A / I / R
D. Professional Standards			
Ability to model outstanding teaching and learning practices	X		I / R
Strong leadership and management skills	X		A / I
To motivate and inspire the children offering both challenge and enjoyment.	X		A / I
Competence in using data to drive improvements in teaching and learning	X		A / I
Ability to manage and support staff effectively	X		A / I
Ability to deal effectively and positively with a range of pupil behaviours	X		A / I / R
E. Experience			
Leading Prayer and Liturgy on a variety of scales		X	A / I
Proven experience in teaching and leading within a primary school setting.	X		A / I / R
Experience in leading a Key Stage and area of inclusion.		X	A / I / R
Experience in managing and developing staff		X	A / I / R

Experience in leading a core subject area		X	A / I / R
Evidence of direct involvement in whole school self- evaluation and school improvement strategies		X	A / I
To have led whole school initiatives including policy development and implementation	X		A / I
F. Personal Qualities			
Enthusiasm and passion for education	X		A / I
Ability to inspire and motivate staff and pupils	X		A / I
High expectations	X		A / I
Flexibility and adaptability	X		A / I
Build positive relationships with pupils, staff, parents and the wider community	X		A / I
Excellent communication and interpersonal skills	X		A / I
Strong organisational skills and attention to detail	X		A / I
Integrity and loyalty	X		A / I
Discretion/Confidentiality	X		A / I
G. Other Requirements			
Application form accurately completed in full	X		A
Supporting Statement – clear and concise and address needs of the school	X		A
H. Confidential reference and reports			
Confirming professional and personal knowledge, skills and abilities referred to above	X		R
Satisfactory faith reference		X	R
Satisfactory health and attendance record	X		R
Positive recommendation from current employer	X		R