

# St John Fisher Catholic School

## Person Specification: Assistant Headteacher – Behaviour

Training & Qualifications	Essential	Desirable	A – Application I – Interview R – References
Qualified Teacher Status	X		A
Catholic Certificate of Religious Studies or equivalent		X	A
University Degree or equivalent	X		A
Current General Teaching Council registration	X		A
Evidence of recent ongoing professional development/academic study	X		A
NPQH in the past 3 years		X	A
<b>Faith Commitment</b>			
Practising Catholic		X	AR
Sound understanding of the distinctive nature of Catholic education		X	A
<b>Experience of teaching and school leadership</b>			
A proven track record of strategic, inclusive and creative management in a secondary school	X		ARI
Experience of school self evaluation and performance management processes and their impact on raising standards		X	AI
An excellent track record in improving educational outcomes for students which you can evidence	X		ARI
<b>Professional knowledge &amp; understanding</b> – applicants should be able to demonstrate a good knowledge and understanding of the following:			
Monitoring and evaluation of teaching & learning		X	AIR
Curriculum and assessment and use of ICT		X	AI
Effective teaching and learning strategies	X		AIR
A proven track record of supporting and developing staff	X		AI
Strategies for involving students and parents in achieving the best outcomes	X		AIR
Understanding the school's responsibility for safeguarding and promoting the welfare of children	X		I
<b>Personal skills &amp; abilities</b> – applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:			
Excellent communication and interpersonal skills	X		IR
Adaptability to change and new ideas	X		IR
Emotional resilience	X		IR
Ability to prioritise, plan, organise well and work with others to achieve objectives	X		IR
Ability to relate to young people, colleagues and external partners	X		IR
Ability to lead an enthuse teams to success	X		IR
Innovative and creative in approach to raising achievement		X	I
Ability to work independently and cope with a challenging workload	X		IR

<b>Other requirements</b>			
Ability to work flexibly to meet the demands of the job	X		I
Committed to safeguarding and promoting the welfare of young people	X		AIR
Suitability to work with children and a satisfactory DBS	X		AIR
A commitment to equality and diversity	X		I
<b>Personal Qualities</b>			
Someone who can be fair, strong and robust when the occasion requires	X		IR
Resilience and stamina when faced with complex situations	X		IR
<b>Experience</b>			
A proven track record of dealing effectively with student issues such as behaviour, academic progress and effective guidance	X		IR
Experience of managing/leading a significant 'new initiative'		X	AI
A proven track record of successfully managing change within a school organisation		X	AI
<b>Knowledge</b>			
A strong understanding of statutory educational frameworks, including Ofsted, Safeguarding, SEND	X		I
<b>Leadership and Management</b>			
Someone who can effectively deputise for the headteacher whenever required	X		IR
Strong effective people management and leadership skills	X		IR
The ability to demonstrate and articulate a clear vision to all parties involved with the development of the school	X		AI
The ability to formulate and implement policies at all levels throughout the school, to impact beneficially on students and staff	X		IR
The ability to meet deadlines without fail and to delegate effectively	X		IR
<b>Analytical Skills</b>			
The ability to assimilate large amounts of information in order to make effective decisions in the best interests of students and staff	X		IR
The ability to use data and strategic information to raise student achievement	X		IR
The ability to analyse financial information to ensure best value		X	I