


ST MARY'S CATHOLIC PRIMARY SCHOOL
PERSON SPECIFICATION FOR ASSISTANT HEADTEACHER

	Essential Criteria	Desirable Criteria
Catholic Ethos	Willingness to support the Catholic life of the school	Practicing baptised Catholic
Qualifications	Qualified Teacher status	Experience in leading worship Other educational / professional qualifications including CCRS
	Degree /PGCE or equivalent Qualifications	Working on / willingness to undertake NPQH
	Minimum of five years recent successful experience in Primary School	Non-educational qualifications eg sport, music, first aid SENCO qualification or desire to complete
Knowledge and Experience	Evidence of providing excellent provision for all pupils and achieving high standards of progress for pupils with a range of ability, including children with Special Educational Needs and more-able pupils.	Experience in SDP formation, monitoring and evaluation
	Experience in leading one or more curriculum areas, including identifying needs, planning, monitoring and evaluation of standards	Experience in more than one school
	Proven ability in leading staff teams / curriculum development and measuring progress	Experience of working with a school governing body
	Experience of / involvement in whole-school self - evaluation processes	Experience of management and leadership of a team of teachers and support staff
	Experience of policy development and review	Experience in leading an aspect of non-curricular development eg School Council, Investors in Pupils, International School Award etc.
	Experience of coaching /mentoring / performance management / supporting colleagues	Experience of leading and supporting CPD eg mentor for trainees, in-school Programmes
		Experience of successfully preparing children for statutory assessments
		Involvement in staff recruitment and selection

Professional Skills	Excellent teacher	Experience in working with other partners – Secondary/ pre-school / extended services / ITT provider
	Ability to work cooperatively as a leader and member of a team	Experience/training in Safeguarding procedures including Child Protection, risk assessment, safer recruitment etc.
	Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others	Experience in managing non-teaching staff eg TA's, lunchtime controllers
	Excellent people skills – motivating, nurturing and challenging children and adults to achieve their best	Knowledge of IDSR/ Data management
	Excellent ICT skills for teaching, learning and management	Ability to sing/play a musical instrument
	Confidence, clarity and decisiveness in making and carrying out decisions	
Professional Ethos and Commitment	High expectations for self and others and a strong commitment to raising achievements	Experience of innovation and creativity in the curriculum
	Commitment to promote partnerships with parents/carers and the wider community	Awareness and willingness to be involved in partnerships that support school
	High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child	Willingness to be involved in extra-curricular activities
Personal Qualities	Approachable with excellent interpersonal skills	
	High standards of Presentation	
	Ability to promote and develop positive relationships within and beyond the school	
	Ability to set and work to Deadlines	
	Resilient. Having the ability to remain positive and retain your sense of humour!	
	Proven track record of achieving targets - tenaciously ensuring projects are seen through to completion	