



Person Specification – Assistant Head Teacher 2024



Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Practising Catholic and Qualified Teacher Status
2	CCRS/CTC or commitment to obtain the certificate
3	Experience in a promoted post in a school covering the primary age range
4	Demonstrable track record of excellent teaching practice
5	Experience of managing a team of staff
6	Experience of driving school improvement

Desirable

7	Experience of leading staff training and development
8	Experience of working in strategic partnership with other agencies or professionals to ensure the best outcomes for children and young people
9	The role of teacher in leading the spiritual development of pupils and/or staff

Part B: Assessment Stage

Items (insert any relevant numbers e.g. 1, 3 and 8) of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to contribute effectively to the management, organisation and running of the Catholic school
2	Able to assist in the development and implementation of school aims, objectives, procedures, policies and practices within the context and beliefs of our Catholic values
3	Able to manage staff and resources in specific areas including managing and monitoring budgets
4	To be able to innovate, inspire and motivate other staff
5	Team leader who ensures the involvement and commitment of all team members
6	To be able to articulate a passion for the arts, cultural capital and developing the wider curriculum enrichment of St John Vianney Catholic Primary School
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ emotional resilience in working with challenging behaviours

	▪ attitude to use of authority and maintaining discipline
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post

Desirable

9	Strategies for strengthening a school's links with the wider community including parents, carers and parish
10	Experience of working with and supporting pupils who have a variety of different SEN needs

The following methods of assessment will be used:

Method		Method	
Interview	Yes/No	Presentation	Yes/No
Lesson Observation	Yes/No	Application form to be accurately completed in full	Yes/No
Supporting statement to be clear, concise and related to the specific post and appointment criteria	Yes/No		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
3	Medical clearance
4	Professional registration/QTS check with the National College for Teaching and Leadership
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	A positive and supportive faith reference from a Priest where the applicant regularly worships