

**ST. THERESA'S CATHOLIC PRIMARY SCHOOL,
CANNON STREET,
ST. HELENS
MERSEYSIDE
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**APPOINTMENT OF ASSISTANT HEADTEACHER
PERSON SPECIFICATION**

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Training and Qualifications

	Essential or Desirable
Sympathetic to the ethos of a Catholic school	E
Qualified teacher status	E
Degree	E
CCRS/CTC or commitment to obtain the certificate	E
Professional Development Training in preparation deputy headship	D

[B] Experience of Teaching and Educational Management

	Essential or Desirable
Management experience of whole school development: example- subject leader, head of department, , key stage leader, SENCo or experience as a consultant or teacher adviser.	E
Specific aspects of leadership and management of some of the following would be advantageous: school improvement planning, monitoring and evaluation, data analysis and target setting, policy development and implementation, ICT, skills based curriculum, accreditation of primary quality marks.	E
Teaching experience Successful experience of teaching in a primary school for a minimum of 4 years with a proven track record of outstanding teaching.	E

[C] Professional Knowledge and Understanding

(Compiled with reference to the National Standards for headteachers)

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential or Desirable
The distinctive nature of a Catholic school	E
The leadership and management of others within the context and beliefs of Christian values	E
The leadership role of the spiritual development of staff	D
Creating and securing commitment to a clear vision for an effective Catholic school	E
The central role of curriculum Religious Education	E
Current educational issues, including national policies, priorities and legislation	E
The process of strategic planning	D
Strategies for leading and managing school improvement	D
The principles and practice of effective school self-evaluation including data analysis	E
The principles of effective teaching and assessment	E
Effective learning and teaching strategies	E
The management of staff	E
Financial planning and budgetary management	D
The role of the governing body in Catholic Voluntary Aided schools.	D
Importance of strengthening a school's links with the wider community including parents, carers, parish and outside agencies that support an extended services school.	E
Leading collective worship relevant to the phase.	E

[D] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:

	Essential or Desirable
Build and maintain effective relationships and teamwork	E
Think strategically to create a coherent school vision	D
Inspire, challenge, motivate and empower others to carry the vision forward	E
Demonstrate personal enthusiasm and commitment to the leadership process	E
Manage conflict	D
Prioritise, plan and organise themselves	E
Think creatively to anticipate and solve problems	D
Demonstrate an ability to communicate to a range of audiences and in a range of media	E

[E] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specific post, in black ink, and no more than two sides of A4*

[F] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

	Essential
A positive recommendation from current employer (Chair of governors or headteacher.)	E
Two positive references	E
A satisfactory health and attendance record	E

If written references are not received for the successful candidate it is recommended that no appointment is made until satisfactory references are received.