



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI

Person Specification for Assistant Head of Primary Position			
Category	Essential	Desirable	Method of Assessment
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Degree, 2:1 or above and Qualified Teacher Status • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning • Evidence of recent and appropriate training in safeguarding and the 'prevent' strategy 	<ul style="list-style-type: none"> • Evidence of further professional study post degree (NPQML or NPQSL) • Catholic Teaching Certificate 	<ul style="list-style-type: none"> • Application • Certificates
Experience	<ul style="list-style-type: none"> • Evidence of outstanding teaching ability • Clear examples of improving the quality of teaching and learning, through processes of monitoring and support • Subject leader or Phase Leader responsibility in a school, with evidence of impact on raising standards • A proven track record of raising attainment and improving progress in any key stage (against national and local benchmarks) • Significant and successful experience of leading aspects of curriculum development at whole school level • Strategic responsibilities in school leadership and management • A significant contribution to School development and improvement planning 	<ul style="list-style-type: none"> • Proven outstanding teaching across more than one key stage • Working with Governors • Experience of teaching in more than one school 	<ul style="list-style-type: none"> • Application • References • Interview

	<ul style="list-style-type: none"> • Experience of Performance Management as a team leader 		
Knowledge & Understanding	<ul style="list-style-type: none"> • An excellent understanding of current theory and best practice in teaching and learning • Secure knowledge of what good and outstanding teaching and learning looks like • Knowledge of all current safeguarding procedures. • Detailed knowledge of assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum. • An understanding of the school's role in effectively providing for the needs of all pupils, including those with additional needs. • The OFSTED Inspection Framework. • The process and importance of school self-evaluation. 	<ul style="list-style-type: none"> • The interpretation of value-added information, to assist class teachers in pupil progress; 'Analyse School Performance' and other assessment tracking systems 	<ul style="list-style-type: none"> • Application • Interview • References
Skills	<ul style="list-style-type: none"> • Show evidence of vision, initiative and leadership in managing change to enhance and raise standards • Possession of good analytical skills, ability to synthesise complex information, summarise, draw appropriate conclusions and make decisions • Ability to understand, interpret and present school performance data • Listen and communicate effectively (both orally and in writing) to a variety of audiences • Work effectively as a member of the leadership team 	<ul style="list-style-type: none"> • Proven ability to accurately judge the quality of teaching • Ability to liaise effectively with outside agencies and professionals 	<ul style="list-style-type: none"> • Application • Interview • References

	<ul style="list-style-type: none"> • Show strong interpersonal skills, responding appropriately to both adults and children • Leadership qualities, including energy, resilience and the ability to enthuse and motivate others • Ability to work effectively under pressure, to prioritise appropriately and to meet deadlines • Excellent organisational skills. 		
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Ability to manage change sensitively • Calm approach • Ability to demonstrate initiative • Self-motivation • Willing and able to contribute to the wider life of the College • Have a positive attitude to life and work, understanding the impact that it has on colleagues • Someone who is committed to supporting and developing our Catholic mission & identity 	<ul style="list-style-type: none"> • A practising Catholic 	<ul style="list-style-type: none"> • Application • Interview • References