



Love God, Love each other, Love Learning

ASSISTANT HEADTEACHER SPECIFICATION SACRED HEART RC PRIMARY SCHOOL

FACTORS		ESSENTIAL/DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> Qualified teacher status 	Essential	Application form CV
Training	<ul style="list-style-type: none"> Appropriate professional training further to basic teaching qualifications 	Essential	Application form CV
Experience	<ul style="list-style-type: none"> Experience in leading one or more curriculum areas, including identifying needs, planning, monitoring and evaluation of standards Experience of coaching/mentoring/ performance management/supporting colleagues Experience in teaching across key stages 	<ul style="list-style-type: none"> Essential -Can demonstrate ability and experience in more than one curricular area Desirable Desirable 	Application form Selection Procedure CV

	<ul style="list-style-type: none"> • Proven experience of working with a Leadership Team 	<ul style="list-style-type: none"> • Desirable 	
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent teaching experience • Online/Data management and analysis • Ability to interpret data and identify trends • Clear appreciation of the role of Assistant Headteacher • Ability to establish and maintain good discipline • Ability to motivate staff • Ability to act as a catalyst in developing the school to meet the future educational needs • The ability to converse at ease with customers and service users and provide advice in accurate spoken English 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential 	Application form Selection Procedure CV References

Personal Qualities	<ul style="list-style-type: none"> • Loyal, reliable, honest, efficient • Self-motivated and hardworking • Good communication skills • Team approach to management • Positive leadership qualities • Able to respond to challenge • Approachable with excellent interpersonal skills • Enthusiasm, energy, imagination, forward looking • A professional manner at all times • Self-critical • Open to feedback and ability to remain positive • Commitment to self-improvement 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential 	Application form Selection Procedure CV References
--------------------	---	--	---

Professional Ethos and commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievements • Commitment to promote home school partnership • Commitment to own professional development and career progression • Willingness to be involved in extra-curricular activities • High expectations of pupil behavior and strategies to meet the personalized learning and emotional needs of every child • Supports the diocesan network of schools and the Emmaus Federation of Schools. • Practicing Catholic 	<ul style="list-style-type: none"> • Essential Commitment to the shared vision for the school in partnership with the Head • Essential • Essential • Essential • Essential • Essential • Desirable 	Selection Process
-----------------------------------	---	--	-------------------