



Preparation and Development

i) Faith Commitment/Understanding:

It is not an essential requirement of this post for the candidate to be Catholic. However, a commitment to actively supporting and promoting the school's Catholic/Christian ethos is essential, as is a willingness to grow in understanding and appreciation of the distinctive nature of this Catholic school. This will be evaluated as part of the application process (i.e. in initial Applications, Interviews and References).

ii) Training and Qualifications:

	Essential	Desirable	Source
Qualified Teacher Status (QTS)	✓		A
Degree	✓		A
Higher Degree		✓	A
Post-entry qualification		✓	A
Recent participation in a range of relevant CPD/training	✓		A

iii) Experience of successful teaching and school management:

	Essential	Desirable	Source
Experience in a Catholic school		✓	A
Track record of successful teaching in secondary schools	✓		ARI
Excellent classroom management skills	✓		ARI
Experience of successful leadership of a subject/pastoral area, a team or other significant area of school life	✓		AR
Effective leadership and management of a significant change or whole school initiative		✓	ARI
Experience of monitoring and evaluating the practice and performance of others	✓		ARI
Experience of using and analysing a range of data to inform self-evaluation and shape development priorities	✓		ARI
Experience of leading or contributing to development planning	✓		ARI
Experience of building effective relationships with students, staff and other stakeholders	✓		ARI

Professional Knowledge, Qualities and Abilities

i) Knowledge

Applicants should be able to demonstrate good understanding and knowledge in the following areas:

	Essential	Desirable	Source
Understanding of the importance of strategic planning	✓		ARI
Understanding of how to lead others effectively	✓		ARI
Understanding of effective strategies for raising achievement	✓		ARI
Understanding of effective teaching, learning and assessment	✓		ARI
Understanding of effective monitoring and evaluation	✓		ARI
Understanding of the place of CPD in school improvement	✓		ARI
Understanding of the use of data in school improvement	✓		ARI
Understanding of the role of other agencies supporting schools	✓		ARI
Keen interest in and knowledge of educational developments at a system wide level	✓		ARI

ii) Personal Qualities and Abilities:

Applicants should have the following abilities and personal qualities required by the post:

	Essential	Desirable	Source
Ability to articulate a vision for a Catholic education	✓		ARI
Ability to model the values of the school to staff/stakeholders	✓		RI
Ability to inspire/empower others to carry vision forward	✓		RI
Ability to build excellent relationships with students, staff and all other stakeholders	✓		RI
Demonstrate integrity and honesty at all times	✓		RI
Be a strong, supportive and loyal team player	✓		RI
Show enthusiasm for all aspects of the job of AHT	✓		ARI
Ability to use initiative to solve problems/generate ideas	✓		ARI
Have excellent powers of analysis	✓		ARI
Have excellent oral and written communication skills	✓		ARI
Ability to provide excellent support for team members	✓		RI
Ability to monitor performance of others, providing high quality guidance, support, challenge where appropriate.	✓		ARI
Ability to self-evaluate accurately and effectively	✓		ARI
Ability to prioritise, plan and organise themselves and others	✓		ARI
Ability to work well under pressure and to deadlines	✓		ARI
Ability to represent the school effectively with a wide range of stakeholders	✓		RI

Other Requirements

	Essential	Desirable	Source
Application forms must be completed in full	✓		A
Letter of application should be clear and concise and no more than 1,300 words	✓		A
Letter of application should outline the experience, skills and attributes which you will bring to the post	✓		A

Confidential References and Reports

	Essential
Written reference(s) only will be considered	✓
References will confirm professional and personal knowledge, skills and abilities as referred to above	✓
Positive recommendation from current employer	✓

A = Application

I = Interview

R = References