



Vice Principal St Ambrose College
PERSON SPECIFICATION / SELECTION CRITERIA

School : St Ambrose College

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

A = Application / I = Interview / R = Reference

At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

[A] TRAINING AND QUALIFICATIONS

<u>Evidence of:</u>	Essential or Desirable	A	I	R
Practising Catholic	E	A	I	R
Qualified teacher status	E	A		
Degree or equivalent	E	A		
CCRS/CTC or commitment to obtain the certificate	D	A	I	R
Training in preparation for Deputy Headship (Diocese/LA/Other)	D	A		
Commitment to and evidence of CPD	E	A	I	

[B] EXPERIENCE OF TEACHING AND EDUCATIONAL MANAGEMENT

	Essential or Desirable	A	I	R
<u>Relevant management experience</u> – <i>for example</i> – subject leader/ key stage leader/ SENCo/ consultant or teacher adviser/	E	A	I	
<u>Specific aspects of leadership and management</u> – <i>for example</i> school development planning/ monitoring and evaluation/ data analysis and target setting/ policy development and implementation	E	A	I	R



Teaching experience – <i>relevant details of successful experience</i> – Across KS3/4/5 Experience within a Catholic setting	D	A		
	D	A	I	

[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 secondary phase and to Catholic education:

	Essential or Desirable	A	I	R
The distinctive nature of an Edmund Rice Catholic school	D	A	I	
The leadership and management of others within the context and beliefs of Christian values	E		I	
The leadership role of the Vice Principal in the spiritual development of pupils	E		I	
The leadership role of the Vice Principal in the spiritual development of staff	D		I	
Working with the Principal in order to create and secure commitment to a clear vision for an effective Catholic school	E		I	
The central role of curriculum Religious Education	E	A	I	
Leading collective worship	E		I	
Current educational issues, including national policies, priorities and legislation	D		I	
Strategies for leading and managing school improvement	D		I	
The principles of effective teaching and assessment	E	A	I	R
Effective learning and teaching strategies	E	A	I	R
Strategies for developing and strengthening a catholic school's links with the local and wider communities.	D	A		

[D] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. Whilst these qualities may be demonstrated in a letter of application, 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	I	R
Inspire, challenge, motivate and empower others to carry forward the shared vision	E	I	R
Demonstrate personal enthusiasm for and commitment to the leadership process	E	I	R
Develop effective teamwork	E	I	R
Promote and maintain effective relationships	E	I	R
Foster an open, fair and equitable culture, managing conflict where necessary	E	I	R



Prioritise, plan and organise self and others	E	I	R
Think creatively in order to anticipate and solve problems	E	I	R
Listen to and reflect on feedback	E	I	R
Demonstrate an ability to communicate to a range of audiences and in a range of media	E	I	R

[E] APPLICATION FORM AND LETTER

The CES (Catholic Education Service) application form should be **fully completed** and legible. The letter should be clear, concise and address the criteria identified in the person specification. **The letter may be up to 3 sides of A4 but font must be ARIAL 12pt**

[F] CONFIDENTIAL REFERENCES AND REPORTS

As stated in the application form, three referees should be nominated.

	Essential or Desirable
A positive and supportive faith reference from a priest where the applicant regularly worships	E
A positive recommendation from current employer (Chair of Governors or Headteacher)	E
A supportive reference from LA (where provided) or another <i>professional</i> reference.	E

Only written references and reports, which should confirm support for the relevant professional and personal knowledge, skills and abilities referred to above.

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