



## Lead Teacher for SMSC & spiritual life of the college - Person Specification

**Note:** Candidates must address criteria assessed by application [A] in their letter  
Candidates failing to meet any of the essential criteria will automatically be excluded

E = Essential D = Desirable	A = Application form I = Interview R = Reference
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### [A] Faith Commitment

	E/D	A/I/R
Practising Catholic	E	A/R
Involvement in parish community	D	A/R

### [B] Training and Qualifications

	E/D	A/I/R
Qualified teacher status	E	A
Degree	E	A
Theology degree	D	A
Experience of substantive middle leadership responsibility	E	A/I
CCRS/CTC or commitment to obtaining the certificate	D	A
<b>Other qualifications:</b>		
Professional development in preparation for senior leadership	D	A
<b>Other training:</b>		
Experience as subject lead or responsibility for whole school development eg literacy coordinator or Teaching and Learning lead within faculty	D	A/I

### [C] Experience of Teaching and Educational Leadership/Management

	E/D	A/I/R
Evidence of teaching RE in Catholic school	E	A/I/R
Evidence of good/outstanding classroom practice	E	A/R
Evidence of teaching SMSC learning	E	A/I/R
Evidence of leading worship/liturgy	E	A/I/R
Evidence of contributing to leading and evaluating the quality of provision for the Catholic life of the college	D	A/I/R
Evidence of leading learning through liturgical experiences/worship	E	A/I/R
Evidence of planning and evaluating spiritual, moral, social and cultural (SMSC) learning	D	A/I/R
Evidence of demonstrating initiative to develop faith-related provision, e.g retreats, engaging clergy and wider Catholic community, eg parishes and primary schools, leading whole school worship/liturgy	D	A/I/R

Evidence of contribution to leadership/management of the school other than above: e.g. subject leader, head of department, head of year, key stage leader, SENCO or experience as a consultant or teacher adviser	D	A/I/R
Evidence of specific areas of leadership and management: eg strategic planning, school development planning, monitoring and evaluation, data analysis and target setting, policy development and implementation	D	A/I/R

## [D] Professional Knowledge and Understanding

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

	E/D	A/I/R
The distinctive nature of a Catholic school	E	A/I/R
The leadership and management of others within the context and beliefs of Christian values	E	A/I/R
Contributing to, and securing commitment to, a clear vision for an effective Catholic school	E	I/R
Current educational issues, including national policies, priorities and legislation	E	I/R
The process of strategic planning	E	I/R
Strategies for leading and managing improvement	E	A/I/R
Strategies for raising standards of attainment and achievement	E	A/I/R
The principles and practice of effective school self-evaluation including data analysis	E	I/R
The principles of effective teaching and assessment	E	I/R
Effective learning and teaching strategies	E	I/R
Creating and monitoring an innovative and high achieving curriculum	E	A/I
Working knowledge of the curriculum outside your own subject area	E	A/I
The effective management of staff	E	A/I/R
Budgetary management	D	I/R
Strategies to promote and sustain individual/team development	E	I/R
The role of the governing body in Catholic Voluntary Aided schools.	D	A/I/R
Strategies for strengthening a school's links with the wider community including parents, carers and parish	D	A/I/R

## [E] 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:***

	E/D	A/I/R
Build and maintain effective relationships	E	I/R
Demonstrate passionate belief in the ability of every student to achieve	E	A/I/R
Demonstrate leadership skills beyond post currently held	E	A/I/R
Demonstrate commitment to community cohesion and social inclusion	E	A/I/R
Think strategically to create a coherent school vision	D	I/R
Inspire, challenge, motivate and empower others to carry the vision forward	E	I/R
Demonstrate personal enthusiasm and commitment to the leadership process	E	I/R
Foster an open, fair and equitable culture	E	I/R
Manage conflict	E	I/R

Prioritise, plan and organise themselves and others	E	I/R
Think creatively to anticipate and solve problems	E	A/I/R
Listen to and reflect on feedback	E	I/R
Develop effective teamwork	E	I/R
Demonstrate an ability to communicate to a range of audiences and in a range of media.	E	I/R
Demonstrate high expectations and act as a role model	E	A/I/R
Demonstrate effective organisational skills and an ability to work under pressure and meet deadlines	E	A/I/R
Demonstrate drive, determination and resilience	D	A/I/R

**[F] Application Form and Letter**

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above.*

**[G] 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:*

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
A positive recommendation from current employer	E

