

ST. NORBERT'S CATHOLIC ACADEMY, SPALDING – ASSISTANT HEADTEACHER RECRUITMENT

INDIVIDUAL CANDIDATE SHORT LISTING MATRIX

CANDIDATE NAME:

CRITERIA	Essential Y/N		Desirable Y/N		Notes
FAITH COMMITMENT					
Practising Catholic			D		
Experience in a Catholic School			D		
Experience of working with the Parish community			D		
Willingness to embrace the Catholic ethos and values of school	E				
EXPERIENCE					
Experience and knowledge of the School Improvement process	E				
Evidence of successful co-ordination of at least one whole-school curriculum area	E				
Evidence of initiating, managing and evaluating curriculum development	E				
Experience of using data effectively to set targets for raising standards	E				
Experience of working with or leading a School Council			D		
Experience of planning, managing and delivering staff development			D		
Experience of KS1 and KS2 SATs and of whole school assessment procedures			D		
Experience of monitoring and evaluating Teaching and Learning			D		
Teaching experience in more than one establishment			D		
EDUCATION AND TRAINING					
Qualified teacher status	E				
Experience of leading professional development	E				
Further Professional Qualifications/Evidence of further study			D		
CCRS			D		
Willingness to undertake the Leadership Development CPD			D		
SENCO Qualification/Award			D		
KNOWLEDGE AND UNDERSTANDING					
Knowledge and understanding of moral, spiritual and cultural development of pupils	E				
Ability to articulate a clear vision of the needs of primary aged pupils	E				
Understanding of contemporary issues in education	E				
Knowledge of structure and content of the National Curriculum and assessment arrangements	E				
Knowledge and understanding of target setting at classroom and whole school level	E				
Knowledge and understanding of the effectiveness of ICT to support Teaching and Learning	E				
Understanding of the needs of pupils with special educational needs			D		
Understanding of creative approaches to the curriculum with particular reference to Foundation Subjects(New Proposed Ofsted Framework)			D		
PROFESSIONAL SKILLS					
Commitment to continuous professional development	E				
Evidence of working co-operatively as a member or leader of a team	E				
Ability to manage workload	E				
Effective communication skills	E				
High quality personal ICT skills	E				
Evidence of good time management and organisation of other staff and volunteers	E				
Evidence of building effective working relationships with staff, Governors, parent, pupils and the wider community	E				
Experience as a School Governor			D		

Experience of mentoring NQTs			D		
Evidence of successful mentoring and coaching			D		
An interest in Initial Teacher Training			D		
PERSONAL QUALITIES					
Commitment to working flexibly	E				
Evidence of adaptability to changing circumstances and ideas	E				
Evidence of a caring pastoral attitude towards pupils	E				
Good attendance record	E				
SAFEGUARDING					
Clear commitment to and understanding of safeguarding legislation and practice and principles of Every Child Matters	E				
No. of essential criteria met and score:					
No. of desirable criteria met and score:					
MATRIX COMPLETED BY:					
DATE:					