



Person Specification/Selection Criteria for Deputy Headteacher Our Lady's Catholic Primary School

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the school 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.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Source Key: A = Application Form SP = Selection Process = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		R
Involvement in parish community		D	A/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.

	Essential	Desirable	Source
Leading school worship	E		A/SP
Ways of developing religious education and worship	E		A/SP
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/SP
How relationships should be fostered and developed between the school, local parish and its community and Diocese of Shrewsbury	E		A/SP

[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A/CC
Degree	E		A/CC
CCRS/CTC or commitment to obtaining the certificate		D	A/CC/SP

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate Child Protection training	E		A /CC
Has successfully undertaken Designated Senior Leader training		D	A/CC
Has completed the Catholic Leadership Programme or has a commitment to doing so		D	A/SP/CC
Has completed the Catholic Middle Leadership Programme		D	A/SP/CC

[D] School leadership and management experience

Governors would particularly like to see you outline the impact of these in your supporting statement

	Essential	Desirable	Source
To have had active and effective leadership of a team, key stage or curriculum area and to understand how to manage a budget in relation to this	E		A/SP/R
To be able to demonstrate effective leadership in a school in a similar community or facing similar challenges		D	A/SP
To have taken an active involvement in identifying areas of development which feed into the school self-evaluation and action planning	E		A/SP/R
To have implemented and developed a whole school initiative	E		A/SP/R
To have had responsibility for policy development and implementation	E		A/SP/R
To have had experience of and ability to contribute to staff development across the primary stage (e.g. coaching, mentoring, INSET for staff)	E		A/SP/R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Significant teaching experience within the primary phase	E		A/SP/R
To have a knowledge and understanding of Early Years, KS1, KS2 in the primary phase	E		A/SP/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/SP/R
To be able to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching	E		A/SP/R

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met.	E		A/SP
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		SP
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	E		A/SP/R
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		A/SP/R
Show a good commitment to sustained attendance at work	E		A/SP/R
To have an understanding of the term “service leadership”	E		A/SP/R

[G] Personal Qualities

	Essential	Desirable	Source
Continue to promote the school's strong educational philosophy and values	E		A/SP
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A/SP
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		A/SP
Build and maintain quality relationships through interpersonal skills and effective communication	E		A/SP
Demonstrate personal and professional integrity, including modelling values and vision	E		A/SP
Manage and resolve conflict	E		A/SP
Prioritise, plan and organise themselves and others	E		A/SP
Think analytically and creatively and demonstrate initiative in solving problems	E		A/SP
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E		A/SP
Demonstrate a capacity for sustained hard work with energy and vigour	E		A/SP

[H] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from a senior educationalist such as previous headteacher, school improvement partner or local authority adviser	E

The Governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a faith reference from a priest where you regularly worship.

The Governors will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Eucharist and receives the sacraments regularly.

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[J] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

The CES Leadership Application Form (latest version) must be fully completed and typed. The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the post and setting applied for. Governors expect the supporting statement to show the impact of your actions.