

St. James’ Church of England

Primary School

‘Building One Faith, One Family,

Our Future’

**Person Specification/Selection Criteria**

**Deputy Headteacher**

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

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

**[A] Faith Commitment**

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|  |  | **Essential/**  **Desirable** |
|  | Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership *(This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).* | **E** |

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

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|  |  | **Essential/**  **Desirable** |
|  | The development of the Christian character of St James’ C of E Primary School, its pupils and staff. | **E** |
|  | Ensuring that the Christian vision enables the flourishing of pupils and adults within the school and its community. | **E** |
|  | A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school*.* | **E** |
|  | Leading the spiritual development of all the school community. | **E** |
|  | Leading and developing the effectiveness of religious education and the impact of collective worship. | **E** |
|  | How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn. | **E** |

**[B] Qualifications**

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|  | **Qualification requirements** | **Essential/**  **Desirable** |
|  | Qualified Teacher Status | **E** |
|  | Degree | **E** |

**[C] Professional Development**

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| --- | --- | --- |
|  |  | **Essential/**  **Desirable** |
|  | Evidence of appropriate professional development for the role of Deputy Headteacher. | **E** |
|  | Up to date safeguarding training and knowledge of legislation for the protection of young people. | **E** |

**[D] The internal organisation, management and control of the school**

|  |  | **Essential/**  **Desirable** |
| --- | --- | --- |
|  | Evidence of direct involvement in whole school self- evaluation and school improvement strategies. | **E** |
|  | Successful experience of leading one or more curriculum areas. | **E** |
|  | Successful experience of whole school SEND provision and practice. | **D** |
|  | Successful experience of leading a whole school, non-curriculum area eg. Assessment/Pupil Premium. | **D** |
|  | To have had experience of line managing staff including their professional development, support and mentoring. | **E** |
|  | Evidence of working positively with parents and carers. | **E** |
|  | To demonstrate an awareness of current national education policy and initiatives. | **E** |

**[E] Teaching and Learning responsibilities**

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|  |  | **Essential/**  **Desirable** |
|  | Proven excellence in teaching pupils within the primary phase. | **E** |
|  | Thorough knowledge of teaching and learning across all 3 Key Stages in the primary phase. | **E** |
|  | Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement. | **E** |
|  | Ability to promote inclusion and meet the needs of all pupils. | **E** |
|  | A commitment to addressing diversity positively. | **E** |

**[F] Professional Attributes**

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|  |  | **Essential/**  **Desirable** |
|  | Ability to deal effectively and positively with a range of pupil behaviours. | **E** |
|  | An ability to communicate effectively, both orally and in writing, with a range of audiences. | **E** |
|  | To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice. | **E** |
|  | A commitment to professional development for self and others. | **E** |

**[G] Personal Qualities**

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|  |  | **Essential/**  **Desirable** |
|  | Demonstrate a passion for pupil aspiration. | **E** |
|  | Be committed to working with a high level of integrity and professionalism. | **E** |
|  | Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively. | **E** |
|  | Demonstrate the ability to build and maintain good relationships with colleagues, parents and members of the wider school community. | **E** |
|  | Be able to perform effectively under pressure and demonstrate professional resilience. | **E** |
|  | 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** |

**[H] Safeguarding**

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|  |  | **Essential/**  **Desirable** |
|  | Display commitment to the protection and safeguarding of children and young people. | **E** |
|  | Be able to form and maintain appropriate relationships and personal boundaries with young people. | **E** |
|  | Have up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people. | **E** |
|  | Be able to co-operate and work with relevant agencies to protect young people. | **E** |

**[I] Professional Skills**

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards of Excellence for Headteachers 2020 which also form the basis of the Job Description.

Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied at St. James’ Church of England Primary School throughout the appointment process.

**[J] Confidential References and Reports**

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|  |  | **Essential/**  **Desirable** |
|  | Positive recommendation from all referees, including current employer | **E** |
|  | Positive and supportive faith reference from the priest/minister where the applicant regularly worships.  Candidates who do not use their Parish priest/minister must give an explanation in the letter of application | **E** |

**[K] 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.*