



Deputy Headteacher – Person Specification

We are looking for a committed leader with a 'can do' approach who can motivate and inspire others. You will be a positive professional, willing to go the extra mile to ensure that all in our community, staff and students, are supported to realise their full potential.

As a reserved post, we require candidates to be....	Essential	Desirable
Be a practising Catholic	✓	

Qualifications, experience and professional development	Essential	Desirable
Qualified Teacher Status	✓	
Good honours degree	✓	
Further professional qualifications		✓
Evidence of further professional development	✓	
Relevant, recent experience of teaching in an 11-16 or 11-18 school	✓	
A minimum of 3 years' experience as an Assistant Headteacher	✓	
Experience of working in more than one secondary school		✓
Proven record as a teacher whose students make excellent progress	✓	
Track record of developing staff	✓	
Experience of leading an aspect of either curriculum, teaching and learning or pastoral work across the school	✓	
Experience of resource management including budgetary innovation		✓
Demonstrable positive impact in previous roles	✓	
Experience of leading successful improvements and managing change at a whole school level	✓	

Skills and Abilities	Essential	Desirable
Capacity and enthusiasm for hard work	✓	
Ability to work as part of a team whilst also being self-motivated	✓	
Ability to manage behaviour and instil in others the confidence to do the same	✓	
A visible and credible presence with the ability to relate well to all stakeholders	✓	
Ability to work calmly under pressure and maintain a positive and optimistic attitude	✓	
Ability to manage and resolve conflict	✓	
Excellent organisational skills including the ability to prioritise and manage time effectively	✓	
Ability to think strategically, analytically and creatively and demonstrate initiative in solving problems	✓	
High level of presentation and literacy skills	✓	
Excellent interpersonal and communication skills	✓	
Ability to acknowledge success and challenge underperformance	✓	
Experience of leading 'challenging conversations'	✓	



Personal Qualities	Essential	Desirable
Ability to inspire, challenge, influence and motivate others	✓	
Reliable, honest and trustworthy, demonstrating the highest professional standards	✓	
A visible whole school presence, providing a positive role model	✓	
A caring, considerate and respectful leader	✓	
The capacity to listen to and reflect upon feedback and act appropriately	✓	
Takes initiative – identifies and anticipates future opportunities and challenges and what needs to be done. Takes a particularly proactive role in driving forward direct areas of responsibility	✓	
Highly flexible, able to adapt and respond positively to a variety of situations and people in order to meet changing priorities	✓	
An excellent health, punctuality and attendance record	✓	

Professional Competencies	Essential	Desirable
A skilled and successful classroom practitioner	✓	
Experience of successful development and implementation of strategies to improve the quality of teaching and learning	✓	
An understanding of different models of teaching and learning		✓
Experience of curriculum innovation, development, organisation and implementation	✓	
Excellent understanding of curriculum principles and implementation	✓	
Experience of leading others in developing skills in teaching and learning including coaching and mentoring	✓	
Knowledge and understanding of the principles and practice of effective school self-evaluation and improvement planning	✓	
Evidence of effective use of performance review to improve practice, setting ambitious goals for self and others	✓	
An understanding of current trends in education	✓	
An excellent knowledge and understanding of the current OFSTED and Section 48 frameworks	✓	