



Holy Spirit Catholic & Church of England and Primary School

Appointment of Deputy Headteacher

Person Specification/Selection Criteria

Holy Spirit Primary School has been designated by the Secretary of State as a school with a religious character and constituted as a joint Catholic & Church of England Primary School. The post therefore requires a practising member of the Catholic or Anglican Church who can show by example and from experience that he or she will ensure that the school promotes and fosters the spiritual, moral, welfare and educational needs of the pupils in accordance with their respective traditions.

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

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

Evidence that candidates meet the Essential (E) / Desired (D) criteria will be obtained through:

- A – application form and letter
- R – references
- I – interview, lesson observation, and tasks

[A] Faith Commitment

	E/ D	A	I	R
Practising member of the Catholic or Anglican Church	E	A	I	R
Involvement in a Parish community	D	A	I	R

[B] Qualifications, Experience and Professional Development

	E/ D	A	I	R
Qualified teacher status	E	A		
Degree	E	A		
Evidence of training in preparation for Deputy Headship (Dioceses / LA / other)	D	A	I	
Contribution to the leadership and management of the school such as subject leader, key stage leader, SENDCo, whole-school responsibility	E	A	I	R

Evidence of commitment to CPD	E	A	I	
Contribution to school development planning, monitoring and evaluation, data analysis and target setting, policy development and implementation	E	A	I	R
Teaching experience: <ul style="list-style-type: none"> Significant and relevant experience in a primary school An excellent classroom teacher 	E E	A	I I	R

[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

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

The distinctive nature of a Church school	E	A	I	R
The leadership and management of others within the context and beliefs of Christian values	E	A	I	
The leadership role of the Deputy Headteacher in the spiritual development of pupils and staff	E	A	I	R
Working with the Headteacher in order to create and secure commitment to a clear vision for an effective Church school	E	A	I	
The central role of leading and developing the curriculum in Religious Education	E	A	I	
Leading and developing collective worship	E	A	I	
Sound knowledge and understanding of the Teacher Standards and an awareness of the principles underpinning the Headteacher Standards	E	A	I	
The process of strategic planning	E	A	I	R
A strategic overview of the principles that underpin effective curriculum planning through Intent, Implementation, and Impact	E	A	I	
Current educational issues, including statutory requirements, policies and legislation	E	A	I	
Strategies for leading and managing school improvement and behaviour	E	A	I	
The principles and practices of effective school self-evaluation, including data analysis	E	A	I	
The principles of effective teaching and assessment in order to maintain and raise standards across the curriculum	E	A	I	
Effective learning, teaching strategies and knowledge of the curriculum across key stages	E	A	I	
The leadership and management of staff	E	A	I	
Strategies for developing and strengthening the school's links with parents and carers, the Parishes, other faith schools, and the wider community	D	A	I	R
The role of the Governing Body in a Voluntary Aided school	D	A	I	
Understanding of the necessity for commitment to the wider life of the school	E	A	I	

[D] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES

Within the context of a church school, applicants should be able to:

Respect the dignity of each person valued and loved by God	E	A	I	
Demonstrate a clear understanding of statutory requirements for child protection and safeguarding	E	A	I	
Inspire, challenge, motivate and empower others to carry forward the shared vision	E	A	I	
Demonstrate personal enthusiasm for, and commitment to the leadership process	E		I	

Articulate and exemplify the personal values you will bring to this role	E		I	
Articulate and exemplify your understanding of the qualities that the Deputy Headteacher of Holy Spirit Catholic and C. of E. Primary School needs to possess to fully meet the ethos and aspirations of the school.	E		I	
Develop effective teamwork	E	A	I	
Promote and maintain effective relationships and boundaries	E	A	I	
Foster an open, fair, and equitable culture, managing conflict where necessary	E		I	
Prioritise, plan, organise self and others, and take initiative	E	A	I	
Think creatively in order to anticipate and solve problems	E			I
Be an effective and reflective listener	E			I
Demonstrate an ability to communicate verbally and in writing, to a range of audiences and in a range of contexts	E	A		I
Demonstrate emotional intelligence	D		I	

[E] Holy Spirit Primary School

Value the distinctiveness of both churches and celebrate the similarities in the Roman Catholic and Anglican faith	E	A	I	R
Passion and commitment for inclusion in all areas of school life	E	A	I	
Qualities our children would like in their new Deputy Headteacher. Someone who: <ul style="list-style-type: none"> • is kind and looks after us • is fun and listens to us • likes us 	E		I	

[F] Application Form and Supporting Statement

*The supporting statement should be clear, concise and related to the specific post. It should be no more than 1300 words in font size no less than Pt 11. **The CESEW Leadership Application Form must be fully completed and legible.***

[G] Confidential References and Reports

Three referees should be nominated.

Only written references and reports are accepted 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 minister of religion where the applicant regularly worships	E
A positive recommendation from current employer.	E

[H] Important advice regarding faith references

You have applied for a position which is reserved for a practising Anglican or Catholic. This means that the person specification will state that it is essential that you are able to secure a positive faith reference.

For Anglican Applicants

For those applying as practising Anglican applicants, a faith reference will be required from the incumbent/priest(s) in charge of the parish(es) where you attend a main Sunday service. It is also vital that this reference is **current** and not historical. Clergy will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those who have recently moved Church.

It is vital that the clergy can verify your attendance at Sunday services and is not simply the priest linked to the school that you currently work in.

We offer the following advice when seeking faith references **prior to making an application**.

1. Speak to clergy before completing your application and ask if they agree to you including them a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide them with an outline of
 - your involvement in parish life e.g. 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 incumbent/priest for the reference request and so ensure it will be completed as fully as possible and received at the school prior to the interview date of 24th March 2025.

For Catholic Applicants

For Catholic applicants you must be able to secure a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church.

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

We are seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church.

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 **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
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.
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

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 and received at the school prior to the interview date of 24th March 2025.

Current Employer References

By following the above advice you are able to prepare the Headteacher for the reference request and so ensure it will be completed as fully as possible and received at the school prior to the interview date of 24th March 2025.