

## Person Specification

Deputy Headteacher

| Essential Criteria                          | Criterion No. | Attribute                                                                                    | Stage Identified |
|---------------------------------------------|---------------|----------------------------------------------------------------------------------------------|------------------|
| Faith Commitment                            | E1            | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)            | A/I/R            |
|                                             | E2            | Secure understanding of the distinctive nature of the Catholic school and Catholic education | A/I/R            |
|                                             | E3            | Understanding of the leadership role in spiritual development of pupils and staff            | A/I/R            |
|                                             | E4            | Experience of leading school worship                                                         | A/I              |
| Qualifications                              | E5            | Qualified teacher status                                                                     | A/CC             |
|                                             | E6            | Degree                                                                                       | A/CC             |
|                                             | E7            | CCRS/CTC (or equivalent) or commitment to obtaining the certificate                          | A/CC/I           |
| Professional Development                    | E8            | Evidence of appropriate professional development for the role of deputy headteacher          | A                |
|                                             | E9            | Evidence of recent leadership and management professional development                        | A/I/CC           |
|                                             | E10           | Evidence of appropriate safeguarding training                                                | A                |
| School Leadership and Management Experience | E11           | To have substantial and current experience as a middle leader                                | A/I/R            |
|                                             | E12           | To have had active and effective leadership of a team/key stage/curriculum area/department   | A/I/R            |
|                                             | E13           | To have taken an active involvement in school self-evaluation and development planning       | A/I/R            |
|                                             | E14           | To have implemented and developed a whole school initiative                                  | A/I/R            |





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|-------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------|-------|
|                                           | E15 | To have had responsibility for policy development and implementation                                                 | A/I/R |
|                                           | E16 | To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | A/I/R |
| Experience and Knowledge of Teaching      | E17 | Significant teaching experience                                                                                      | A/I/R |
|                                           | E18 | To have a knowledge and understanding of all key stages in the school                                                | A/I   |
|                                           | E19 | To be able to effectively use data, assessment and target setting to raise standards/address weaknesses              | A/I   |
| Professional Attributes                   | E20 | To have excellent written and oral communication skills (which will be assessed at all stages of the process)        | A/I   |
| Application Form and Supporting Statement | E21 | The form must be fully completed and legible                                                                         | A     |
|                                           | E22 | The supporting statement should be clear, concise (within the required word count) and related to the specific post  | A     |

| Desirable Criteria | Criterion No. | Attribute                                                 | Stage Identified |
|--------------------|---------------|-----------------------------------------------------------|------------------|
| Faith Commitment   | D1            | Involvement in parish community                           | A/I              |
| Qualifications     | D2            | Recent experience in a Catholic school                    | A                |
|                    | D3            | Experience of teaching in more than one school            | A                |
|                    | D4            | Experience of monitoring staff performance                | A/I              |
|                    | D5            | Knowledge and understanding of current educational issues | A/I              |
|                    | D6            | Postgraduate level qualification                          | A                |





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|  | D7 | Successful completion of Diocesan leadership programme | A |
|--|----|--------------------------------------------------------|---|

| Key - Stage Identified |                       |
|------------------------|-----------------------|
| A                      | Application Form      |
| I                      | Interview             |
| R                      | References            |
| CC                     | Checking Certificates |

