

Chief Executive Officer: Andrew Truby
Chair of the Board of Directors: Ann Connor OBE

St. Chad's Catholic and Church of England Academy Personal Specification – Deputy Headteacher

Source Key:

A = Application Form I = Interview R = References CC = Checking Certificates

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

Faith Commitment

		Essential	Desirable	Source
1.	Practising Anglican	E		A/I/R
2.	Involvement in parish community		D	A/I/R

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

		Essential	Desirable	Source
3.	Leading school worship	E		A/I
4.	Ways of developing religious education and worship	E		A/I
5.	A commitment to strategic thinking and planning those builds, communicates and carries forward a coherent and shared vision for the Catholic and Church of England ethos of the school.	E		A/I
6.	How relationships should be fostered and developed between the school, parish and its community, the Diocese of Shrewsbury and Diocese of Chester	E		A/I

Qualifications

		Essential	Desirable	Source
7.	Qualified teacher status	E		A/CC
8.	Degree	E		A/CC
9.	Appropriate leadership programme for Church of England schools		D	A/CC/I

Professional Development

		Essential	Desirable	Source
10.	Evidence of appropriate professional development for the role of Deputy Headteacher	E		A
11.	Evidence of recent leadership and management professional development	E		A

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12.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people	E		A
13.	Has successfully undertaken Designated Safeguarding Lead Training		D	A/I/CC
14.	Has completed a church school leadership programme or has a commitment to doing so	E		A/I/CC

School leadership and management experience

		Essential	Desirable	Source
15.	To have substantial and current experience as a senior leader in a secondary school	E		A/I/R
16.	To have had active and effective leadership of a team / department/ key stage/ curriculum area	E		A/I/R
17.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	E		A/I/R
18.	To have involvement in or understanding of financial management in a school		D	A/I/R
19.	To have implemented and developed a whole school initiative	E		A/I/R
20.	To have had responsibility for policy development and implementation		D	A/I/R
21.	To have had experience of and ability to contribute to staff development across the secondary range. (E.g., coaching, mentoring, INSET for staff)	E		A/I/R
22.	Work positively with parents and carers	E		A/I/R
23.	To demonstrate an awareness of current national educational policy	E		A/I/R

Experience and knowledge of teaching

		Essential	Desirable	Source
24.	Experience of teaching in more than one school		D	A/I/R
25.	Experience of teaching in a school in similar circumstances/ serving a similar community	E		A/I
26.	Significant teaching experience and proven excellence in teaching pupils within the secondary phase	E		A/I/R
27.	To have a knowledge and understanding of all Key Stages in the secondary phase	E		A/I/R

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28.	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E		A/I/R
29.	To be able to exemplify how the needs of all pupils have been met through high quality teaching	E		A/I/R

Professional Attributes

		Essential	Desirable	Source
30.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
31.	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		I
32.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
33.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
34.	Show a good commitment to sustained attendance at work	E		A/I/R

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

Candidates supporting statements should demonstrate how they meet the above standards, giving examples where appropriate. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

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Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

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