Person Specification

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| Essential Criteria | Criterion No. | Attribute | Stage Identified |
| Faith Commitment | E1  E2  E3  E4 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)  Secure understanding of the distinctive nature of the Catholic school and Catholic education  Understanding of the leadership role in spiritual development of pupils and staff  Experience of leading school worship | A/I/R  A/I/R  A/I/R  A/I |
| Qualifications | E5  E6  E7 | Qualified teacher status  Degree  CCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/CC  A/CC  A/CC/I |
| Professional Development | E8  E9  E10 | Evidence of appropriate professional development for the role of deputy headteacher  Evidence of recent leadership and management professional development  Evidence of appropriate safeguarding training | A  A/I/CC  A |
| School Leadership and Management Experience | E11  E12  E13  E14  E15  E16 | To have substantial and current experience as a middle leader  To have had active and effective leadership of a team/key stage/curriculum area/department  To have taken an active involvement in school self-evaluation and development planning  To have implemented and developed a whole school initiative  To have had responsibility for policy development and implementation  To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |
| Experience and Knowledge of Teaching | E17 E18  E19 | Significant teaching experience  To have a knowledge and understanding of all key stages in the school  To be able to effectively use date, assessment and target setting to raise standards/address weaknesses | A/I/R A/I  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  E22 | The form must be fully completed and legible  The supporting statement should be clear, concise (within the required word count) and related to the specific post | A  A |

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| Desirable Criteria | Criterion No. | Attribute | Stage Identified |
| Faith Commitment | D1 | Involvement in parish community | A/I |
| Qualifications | D2  D3  D4  D5  D6  D7 | Recent experience in a Catholic school  Experience of teaching in more than one school  Experience of monitoring staff performance  Knowledge and understanding of current educational issues  Postgraduate level qualification  Successful completion of Diocesan leadership programme | A  A  A/I  A/I  A  A |

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