

Person Specification Deputy Head Teacher

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



	E15 E16	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
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

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



	D7	Successful completion of Diocesan leadership programme	A
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Key - Stage Identified

A	Application Form
I	Interview
R	References
CC	Checking Certificates

