

# Person Specification – Deputy Headteacher

## 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
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of deputy headteacher	A
	E8	Evidence of recent leadership and management professional development	A/I/CC
	E9	Evidence of appropriate safeguarding training	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E10	To have substantial experience as a middle leader	A/I/R
	E11	To have substantial and current experience as a senior 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	To have had responsibility for policy development and implementation	A/I/R
	E16	To have had experience of and ability to lead staff development effectively (e.g. coaching, mentoring, INSET for staff)	A/I/R
	E17	Knowledge and understanding of current educational issues	A/I

<b>EXPERIENCE AND KNOWLEDGE OF TEACHING</b>	E18	Significant teaching experience, impacting student outcomes	A/I/R
	E19	To have a knowledge and understanding of all key stages in the school	A/I
	E20	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
<b>PROFESSIONAL ATTRIBUTES</b>	E21	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
<b>APPLICATION FORM AND SUPPORTING STATEMENT</b>	E22	The form must be fully completed and legible	A
	E23	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

<b>Desirable Criteria</b>	<b>Criterion No.</b>	<b>Attribute</b>	<b>Stage Identified</b>
<b>FAITH COMMITMENT</b>	D1	Involvement in parish community	A/I
<b>QUALIFICATIONS</b>	D2	Postgraduate level qualification	A
	D3	Successful completion of Diocesan leadership programme	A
<b>SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE</b>	D4	Recent experience in a Catholic school	A
	D5	Experience of teaching in more than one school	A
	D6	Experience of monitoring staff performance	A/I
	D7	Experience in effectively leading whole school curriculum, teaching and learning.	A/I/R
	D8	Experience in effectively leading Catholic Life and Mission.	A/I/R

<b>KEY – STAGE IDENTIFIED</b>	
<b>A</b>	Application Form
<b>I</b>	Interview
<b>R</b>	References
<b>CC</b>	Checking Certificates



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