



## PERSON SPECIFICATION – EXECUTIVE DEPUTY HEADTEACHER (JUNIOR SCHOOL)

### St Mary's Catholic Federation, Carshalton



#### Education/Qualifications

1. A committed, practising Catholic.
2. Recognition as a qualified teacher from the Department for Education.

#### Abilities/Skills/Knowledge

The successful candidate will:

1. Have a clear understanding of the aims of a Catholic school.
2. Be an excellent classroom practitioner with proven success in curriculum leadership and school management.
3. To have undertaken Designated Safeguarding Lead training (preferable)
4. Have the capacity and energy to lead, inspire and motivate colleagues.
5. Possess the ability to work in close partnership with staff, parents, governors and parishes.
6. Have the skills to assess, monitor and evaluate their own work as well as that of the pupils and other staff.
7. Have experience of and a willingness to learn the skills of staff appraisal and development and its links to the setting of Performance Management targets and whole school targets for staff within their department.
8. To have the ability to use and apply effective assessment procedures in order to inform future planning.
9. Have a commitment to the continuing professional development of all staff.
10. Have a broad view of the whole curriculum and an ability to keep an overview of it in relation to the School Improvement Plan.
11. Have an understanding of the Self Evaluation form and its importance for school self monitoring and for Ofsted inspections.

12. Have the ability to plan, organise and communicate effectively and to initiate developments within the school.
13. Have the ability to review and revise relevant school policies and develop policies in partnership with colleagues when new developments are put in place.
14. Have an understanding of the importance of good financial planning, management and accountability.
15. Have high expectations for all and encourage all to achieve them.
16. Have a commitment to ensuring equality of opportunity.
17. Have an understanding of the principles of inclusion and its practical implications within the school setting.
18. Show a willingness to contribute to all aspects of the wider life of the school and have a flexible, adaptable approach to work.
19. Have knowledge and understanding of recent educational developments and legislative changes and their significance for the management and leadership of the school.

**Candidates should address the above criteria in their written application.**

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.  
This post will be subject to a DBS check.*