



Inspired by Christ, Working together, Achieving our best

Deputy Headteacher – Job Description

PERSON SPECIFICATION

Appointment of Deputy Headteacher

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

	Essential	Desirable
Qualifications and Training		
1. Practising Catholic in good standing with the Church	✓ R	
2. Degree + QTS	✓ AD	
3. Evidence of continuing professional development in preparation for DHT post	✓ A	
4. Catholic Certificate in Religious Studies (CCRS)		✓ D
5. Willingness to undertake CCRS within 2 years of appointment	✓ A	
Experience		
6. At least 5 years teaching experience	✓ ARI	
7. A record of successful teaching	✓ ARI	
8. Experience of teaching more than one key stage	✓ ARI	
9. Experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level	✓ ARI	
10. Experience of leadership role within a primary school;	✓ ARI	
Professional Knowledge and Understanding		
11. Understanding the expectations in the new Ofsted Framework about what makes an effective school.	✓ AI	

12.	Secure understanding of strategies for Performance Management	√ AI	
Promoting the welfare of children			
13.	A good understanding of up to date policy and practice with regard to Safeguarding and willingness to undertake Designated Safeguarding Lead training	√ I	
Professional Skills and Abilities			
14.	Evidence of working effectively with the Headteacher, staff, governors and parents	√ RI	
15.	Ability to lead, model and manage positive behavior, good order and assertive discipline in the academy	√ RI	
16.	Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, children, parent, governors, parishioners and clergy	√ RI	
17.	Ability to provide clear information and advice to staff , governors and parents	√ RI	
Personal Qualities			
18.	Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	√ RI	
Other			
19.	Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	√ AIR	
20.	Evidence of a strong commitment to Catholic education;	√ AIR	
21.	Fully ICT literate with experience in using data management systems, presentation software and word processing	√ AI	
22.	Participate in Parish, Academy and Local Community events outside normal school hours	√ AIR	

A – Application form
 D – Documents
 I – Interview
 R - References