

**PERSON SPECIFICATION**  
**ROLE: Deputy Headteacher**



The successful candidate will display the following qualities and characteristics. You will:

- be a practising Catholic with a personal Faith commitment that guides your work
- have the ability to monitor practice, apply accountability and contribute to team thinking
- have demonstrated your ability to lead a team of professional colleagues both as a middle and senior leader
- be capable of personal reflection and self-criticism to continually develop leadership
- display initiative and the ability to self-motivate
- display genuine interpersonal skills to motivate, inspire and lead
- use data to question performance and set challenging targets
- be committed to the academic, personal and spiritual development of children as individuals created in the image of Christ.

Further requirements of the position are detailed below:

<b>Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified teacher status	*	
Catholic Certificate of Religious Studies or equivalent		*
Degree	*	
Higher Degree		*
Post-entry curriculum or management qualification		*
Recent participation in a range of relevant in-service training	*	

<b>Faith Commitment</b>	<b>Essential</b>	<b>Desirable</b>
Practising Catholic with a strong personal faith	*	
Evidence of participation in Parish community		*
Sound understanding of the distinctive nature of the catholic school	*	
Able to articulate a vision for Catholic education	*	
Understanding of leadership role in spiritual development of pupils and staff	*	
Understanding of & commitment to Religious Education	*	
Experience in leading collective acts of worship		*
Understanding of school's role in the local community	*	

<b>Experience of Teaching and School Leadership</b>	<b>Essential</b>	<b>Desirable</b>
Recent experience in a Catholic School		*
Leadership experience as Deputy Headteacher/Assistant Headteacher or in other senior leadership position		*
Leadership experience at middle management level as HOD or HOY	*	
Pastoral Experience i.e Form Tutor/Head of Year	*	
Experience of teaching in more than one key stage	*	

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to a Catholic Secondary School

<b>Professional Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Pupil's educational development	*	
Curriculum and assessment, including subjects and cross-curricular aspects		*
Effective teaching and learning strategies	*	
Local and national policies, priorities and statutory frameworks		*
Knowledge of accountability process through Ofsted	*	
Ability to articulate and share a vision of education	*	
Strategic planning processes	*	
Leading change, creativity and innovation	*	
School improvement strategies for raising achievement and achieving excellence	*	
Strategies for ensuring inclusion, diversity and access	*	
The relationship between managing performance, CPD and sustained school improvement	*	
Principles and models of self-evaluation	*	
The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.	*	
The work of other agencies and opportunities for collaboration	*	

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post.

<b>Personal Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Personal proficiency in ICT	*	
Good Communication Skills	*	
Interpersonal Skills	*	
Stamina and Resilience	*	
Confidence	*	
Team Leader/Team Player	*	
Effective leader with ability to empower	*	
Personal impact and presence	*	

Applicants should be able to provide evidence that they are capable of working in this manner

<b>Strengthening the Community</b>	<b>Essential</b>	<b>Desirable</b>
Collaborate with the local parish(es) to ensure the school is an effective part of its/their mission		*
Collaborate and network with Catholic and other schools	*	
Build and maintain effective relationships with parents, carers, partners and the community, that enhance the education of all pupils	*	