



**CHRISTUS CATHOLIC TRUST**  
**ST PETER'S CATHOLIC PRIMARY SCHOOL, BILLERICAY, ESSEX**

**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  |
|--|-----------|--|
| <b>Faith Commitment</b>  |           |  |
| 1. Practising and committed Catholic in good standing with the Church          | √<br>R    | Evidence of participation in parish or Catholic community life |
| 2. A secure understanding of the distinctive nature of the Catholic school     | √<br>A I  |  |
| 3. Understanding of the school's role in the Catholic and wider community      | √<br>A I  |  |
| 4. Ability to demonstrate care, compassion and reconciliation                  | √<br>A R  |  |
| 5. Ability to lead acts of worship in the Catholic school                      | √<br>I    |  |
| <b>Qualifications and Training</b>   |           |  |
| 1. Degree + QTS  | √<br>AD   |  |
| 2. Evidence of continuing professional development in preparation for DHT post | √<br>A    |  |
| 3. Catholic Certificate in Religious Studies (CCRS)                            |           | √  |

|   |   |          |        |
|---|---|----------|--------|
| 4.  | Willingness to undertake CCRS within 2 years of appointment   | √<br>A I |        |
| <b>Experience</b>                               |   |          |        |
| 5.  | At least 5 years teaching experience  | √<br>ARI |        |
| 6.  | A record of successful teaching   | √<br>ARI |        |
| 7.  | Experience of teaching more than one key stage  | √<br>ARI |        |
| 8.  | Experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level | √<br>ARI |        |
| 9.  | Experience of leadership and management roles within a primary school;  | √<br>ARI |        |
| 10.   | Involvement in school self-evaluation and development planning  |          | √      |
| 11.   | Demonstrable experience of successful line management and staff development                                     | √<br>ARI |        |
| <b>Professional Knowledge and Understanding</b> |   |          |        |
| 12.   | Understanding of high-quality teaching, and the ability to model this for others and support others to improve  | √<br>AI  |        |
| 13.   | Understanding of school finances and financial management   |          | √<br>I |
| <b>Promoting the welfare of children</b>        |   |          |        |
| 14.   | A good understanding of up to date policy and practice with regard to Safeguarding                              | √<br>I   |        |
| 15.   | A working understanding of the Designated Safeguarding Lead and a willingness to undertake this training.       | √        |        |
| 16.   | A good understanding of wellbeing and child mental health issues  |          | √      |
| <b>Professional Skills and Abilities</b>        |   |          |        |

|                           |   |          |  |
|---------------------------|---|----------|--|
| 17.                       | Evidence of building effective working relationships, especially with the Headteacher, staff, governors and parents   | √<br>RI  |  |
| 18.                       | Data analysis skills, and the ability to use data to set targets and identify weaknesses  | √<br>AI  |  |
| 19.                       | Effective communication skills  | √<br>AI  |  |
| 20.                       | Ability to communicate a vision and inspire others  | √<br>AI  |  |
| <b>Personal Qualities</b> |   |          |  |
| 21.                       | Evidence of leading by example; demonstrating good interpersonal skills,  | √<br>RI  |  |
| <b>Other</b>              |   |          |  |
| 22.                       | 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. | √<br>AIR |  |
| 23.                       | Evidence of a strong commitment to Catholic education;  | √<br>AIR |  |

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

#### References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation