



**CHRISTUS CATHOLIC TRUST**  
**ST MARY'S CATHOLIC PRIMARY SCHOOL, TILBURY, 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	√ R	Evidence of participation in parish or Catholic community life
2. A secure understanding of the distinctive nature of the Catholic school	√ A I	
3. Understanding of the school's role in the Catholic and wider community	√ A I	
4. Ability to demonstrate care, compassion and reconciliation	√ A R	
5. Ability to lead acts of worship in the Catholic school	√ I	
<b>Qualifications and Training</b>		
1. Degree + QTS	√ AD	
2. Evidence of continuing professional development in preparation for DHT post	√ A	
3. Catholic Certificate in Religious Studies (CCRS)		√

4. Willingness to undertake CCRS within 2 years of appointment	√ A I	
<b>Experience</b>		
5. At least 5 years teaching experience	√ ARI	
6. A record of successful teaching	√ ARI	
7. Experience of teaching more than one key stage	√ ARI	
8. Experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level	√ ARI	
9. Experience of leadership and management roles within a primary school;	√ ARI	
10. Involvement in school self-evaluation and development planning		√
11. Demonstrable experience of successful line management and staff development	√ 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	√ AI	
13. Understanding of school finances and financial management		√ I
<b>Promoting the welfare of children</b>		
14. A good understanding of up to date policy and practice with regard to Safeguarding	√ 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	√ RI	

18.	Data analysis skills, and the ability to use data to set targets and identify weaknesses	√ AI	
19.	Effective communication skills	√ AI	
20.	Ability to communicate a vision and inspire others	√ AI	
<b>Personal Qualities</b>			
21.	Evidence of leading by example; demonstrating good interpersonal skills,	√ 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.	√ AIR	
23.	Evidence of a strong commitment to Catholic education;	√ AIR	

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