

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
Faith Commitment		
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	
Qualifications and Training		
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	
Experience		
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	

Professional Knowledge and Understanding		
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
Promoting the welfare of children		
14.	A good understanding of up to date policy and practice with regard to Safeguarding	✓ I
15.	A good understanding of wellbeing and child mental health issues	✓
Professional Skills and Abilities		
16.	Evidence of building effective working relationships, especially with the Headteacher , staff, governors and parents	✓ RI
17.	Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓ AI
18.	Effective communication skills	✓ AI
19.	Ability to communicate a vision and inspire others	✓ AI
Personal Qualities		
20.	Evidence of leading by example; demonstrating good interpersonal skills,	✓ RI
Other		
21.	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
22.	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

