**DEPUTY HEADTEACHER CRITERIA FOR APPOINTMENT**

**ST MICHAEL’S RCVA PRIMARY SCHOOL**

*(A framework for determining the criteria)*

*Please note source of evidence of fulfilled criteria: Application Form - A Letter – L Statement – S References – R Interview - I*

**TRAINING AND QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **Evidence** |
| Practising Catholic | **E** | R |
| Qualified teacher status | E | A |
| Degree | E | A |
| CCRS/CTC or commitment to obtain the certificate | D | A/S |
| Professional development or training undertaken in preparation for deputy headship in a Catholic School | D | A/S |

**EXPERIENCE OF TEACHING AND EDUCATIONAL LEADERSHIP**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **Evidence** |
| Experience of assistant headship | D | A/S |
| Other relevant leadership and management experience | E | A/S |

**PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

[Compiled with reference to the National Standards]

The successful candidate will be able to demonstrate skill, knowledge and understanding in the areas listed below.

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **Evidence** |
| **A distinctive personal vision for a Catholic school** |  |  |
| * a clear vision for an effective Catholic school | E | S/I |
| * The role of the deputy in leading the spiritual development of pupils and staff | E | A/S/I |
| * The central place of Religious Education as a core subject in the school’s curriculum | E | S/I |
| * The implications for a small Catholic school in a diverse community | D | S/I |
| * Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools | E | S/I |
| * Strategies for strengthening a school’s link with the wider community including parents, carers and parish | E | S/I |
| * + Leading Collective Worship | E | S/I |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **The process of strategic planning for school improvement** | E |  |
| * The principles and practice of effective school self-evaluation including data analysis | S/I |
| * The principles and practice of effective teaching, learning and assessment | E | S/I |
| * Strategies to promote and sustain individual and team professional development * Consistently excellent classroom practitioner and role model | E  E | S/I  S/I/R |

**PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES**

The successful candidate will be able to provide evidence of personal capacity to:-

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **Evidence** |
| Communicate effectively to a range of audiences and in a range of media | E | A/S/L/I |
| Build and maintain effective relationships   * Prioritise, plan and organise themselves and others * Seek and take account of the views of others * Develop effective teamwork | E  E  E | S/I  S/I  S/I |
| Convey personal enthusiasm and commitment |  | S/I |

**APPLICATION FORM AND LETTER**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **Evidence** |
| Application form to be completed in full and legible, using the most up to date CES application form | E | A |
| Supporting statement to be clear, concise and related to the specific post and appointment criteria *(two sides of A4; font 12; portrait)* | E | S |
| Application letter to be clear, concise and related to the specific post. | E | L |

**CONFIDENTIAL REFERENCES AND REPORTS**

|  |  |  |
| --- | --- | --- |
| A positive and supportive written faith reference from a priest where the applicant regularly worships. | E | R |
| A positive recommendation from current employer or Headteacher | E | R |
| A second professional reference | E | R |