**St Joseph’s RC Middle School**

**Deputy Headteacher**

**Person Specification**

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

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| --- | --- | --- | --- | --- |
| **Essential requirements** | | **Evidence** | **Desirable requirements** | **Evidence** |
| **Training and Qualifications** | | | | |
|  | * Practising Catholic * Qualified teacher status * CCRS/CTC or commitment to obtain the certificate * Professional development or training undertaken in preparation for deputy headship in a Catholic School | R  A  A/I  A/S | * Degree | A |
| **Experience of Teaching and Educational Leadership** | | | | |
|  | * Successful teaching experience * Experience of middle leadership * Other leadership and management experience | A/R/I  A/R/I  A/R/I |  |  |
| **Professional Knowledge and Understanding** | | | | |
|  | **A distinctive vision for a Catholic school**   * A clear vision for an effective Catholic school * The role of the deputy in leading the spiritual development of pupils and staff * The central place of Religious Education as a core subject in the school’s curriculum * The implications for a Catholic school in a diverse community * Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools * The role of the Governing Body in Catholic Voluntary Aided schools * Strategies for strengthening a schools link with the wider community including parents, carers and parish * The partnership between the school and the parish community * Leading Collective Worship   **The process of strategic planning for school improvement**   * The principles and practice of effective school self-evaluation including data analysis * The principles and practice of effective teaching, learning and assessment * Strategies to promote and sustain individual and team professional development   Insert any other criteria that the Governing Body considers important | S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I  S/R/I |  |  |
| **Personal and Professional Qualities and Attributes** | | | | |
|  | Communicate effectively to a range of audiences and in a range of media  Build and maintain effective relationships   * Prioritise, plan and organise themselves and others * Seek and take account of the views of others * Develop effective teamwork   Convey personal enthusiasm and commitment | S/I/R/A  S/R/I  S/R/I  S/R/I  S/R/I |  |  |
| **Application Form and Letter** | | | | |
|  | * Application form to be completed in full and legible * Supporting statement to be clear, concise and related to the specific post and appointment criteria (1300 words max; font 12; portrait) | A  L/S |  |  |
| **Confidential References and Reports** | | | | |
|  | * A positive and supportive written faith reference from a priest where the applicant regularly worships * Reference from current employer/headteacher (or most recent employer/headteacher if not currently employed) | R  R | * A second professional reference | R |