

# DEPUTY HEADTEACHER PERSON SPECIFICATION

**Source Key:** A = Application Form, I = Interview, R = References, CC = Checking Certificates

<b>Faith Commitment</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
A practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i> )	✓		A/I/R
Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A/I/R
Understanding of the leadership role in spiritual development of pupils and staff	✓		A/I/R
Involvement in parish community		✓	A/I/R
Leading school worship	✓		A/I/R

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified teacher status	✓		A/CC
Degree	✓		A/CC
CCRS/CTC (or equivalent) or commitment to obtaining the certificate	✓		A/CC/I

<b>Professional Development</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Evidence of appropriate professional development for the role of deputy headteacher	✓		A
Evidence of recent leadership and management professional development	✓		A
Evidence of appropriate safeguarding training	✓		A/I/CC

<b>School leadership and management experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
To have substantial and current experience as a middle leader		✓	A/I/R
To have had active and effective leadership of a team/key stage/curriculum area/department	✓		A/I/R
To have taken an active involvement in school self-evaluation and development planning	✓		A/I/R
To have implemented and developed a whole school initiative	✓		A/I/R
To have had responsibility for policy development and implementation	✓		A/I/R
To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	✓		A/I/R

**Experience and knowledge of teaching**

	Essential	Desirable	Source
Experience of teaching in more than one school		✓	A/I
Significant teaching experience	✓		A/I/R
To have a knowledge and understanding of all key stages in the school	✓		A/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	✓		A/I/R

**Professional Attributes**

	Essential	Desirable	Source
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A/I

**Application Form and Supporting Statement**

The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post
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