DEPUTY HEADTEACHER PERSON SPECIFICATION

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

**Faith Commitment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| A practising Catholic (fulfilling the requirements of the *Diocesan**Briefing Note*) | 🗸 |  | 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 |

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Qualified teacher status | 🗸 |  | A/CC |
| Degree | 🗸 |  | A/CC |
| CCRS/CTC (or equivalent) or commitment to obtaining the certificate | 🗸 |  | A/CC/I |

**Professional Development**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| To have substantial and current experience as a middle leader |  | 🗸 | A/I/R |
| To have current experience as a Senior Leader |  | 🗸 |  |
| 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 experience of the role of SENCO/ or interest in taking on the role. |  | 🗸 |  |
| To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | 🗸 |  | A/I/R |

**School leadership and management experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |

**Experience and knowledge of teaching**

**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 re