# 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 |
| National Award for Special Educational Needs (or equivalent) or commitment to obtain 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **School leadership and management experience** | **Essential** | **Desirable** | **Source** |
| 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 |