

**St Patrick's Catholic Primary School**  
**Person Specification**

**POST: Deputy Headteacher**

**Grade: L14-L17**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the post.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Qualifications, Experience and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• At least 5 years of successful teaching experience across the primary age range</li> <li>• Experience of teaching in at least 2 key stages (FS/KS1/KS2)</li> <li>• Evidence of recent training in whole school leadership and management</li> <li>• Significant and successful subject/area leadership resulting in school improvement</li> <li>• Evidence of outstanding teaching ability</li> <li>• Commitment to undertake CCRS within 2 years from the date of appointment if not already held</li> </ul>	<ul style="list-style-type: none"> <li>• Catholic Certificate in Religious Studies(CCRS)</li> <li>• Successful senior leadership experience</li> <li>• Evidence of other related recent study</li> </ul>
<b>Skills and Knowledge</b>	<p><b>Evidence of:</b></p> <ul style="list-style-type: none"> <li>• Effective monitoring and evaluation of staff performance</li> <li>• Thorough knowledge and understanding of the EYFS and primary curriculum</li> <li>• A track record of implementing successful strategies to raise achievement</li> <li>• Understanding of the principles of differentiation, feedback, assessment/observations and record keeping and their use in raising personal and academic achievement</li> <li>• Strategies to develop teachers</li> <li>• High expectations of all pupils: respect for their abilities, social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary initiation of, and involvement in, extra-curricular activities</li> <li>• Excellent understanding of theory and best practice in teaching and learning, particularly as it relates to achieving high rates of pupil progress</li> <li>• Understanding of an effective learning environment and the ability to create an inclusive classroom</li> <li>• Financial planning and budgeting</li> </ul>

<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Understand the nature and purpose of Catholic education; be committed and able to develop the Catholic ethos of the school</li> <li>• Experience of delegating, supporting and monitoring the work of others</li> <li>• Experience of managing substantial change across a subject area or the whole school</li> <li>• Successful experience of observing and evaluating teaching, providing effective feedback and implementing support</li> <li>• Ability to work effectively in partnership with the Headteacher</li> <li>• Experience of leading the professional development of staff within the context of school improvement</li> <li>• Success at promoting inclusive practice across the school that leads to high expectations for all learners</li> <li>• Ability to communicate clearly, both verbally and in writing</li> <li>• Work effectively with all stakeholders</li> <li>• Ability to work on own initiative, make decisions and solve problems</li> <li>• Excellent organisational skills, the ability to initiate new ideas, work effectively under pressure, prioritise appropriately and meet deadlines</li> <li>• Critical analysis, evaluation, planning and leading whole school improvement in a range of areas</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic planning processes</li> <li>• Strategies for raising achievement and achieving excellence</li> <li>• The development of a personalised learning culture within the school</li> <li>• Engage in dialogue with parents and carers, the local Church and other partners to promote their support for the school as a community of faith to benefit pupils' religious, spiritual, moral social and cultural development</li> <li>• Building and sustaining a learning community</li> <li>• Highly effective presentation and training delivery skills</li> </ul>
<b>Personal Skills/Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Proactive and positive disposition</li> <li>• Commitment to safeguarding children</li> <li>• Ability to form effective professional relationships</li> <li>• Willingness to be involved in the wider life of the school</li> <li>• Commitment to furthering your own professional knowledge and skills</li> <li>• High expectations and a commitment to inspiring pupils through creativity</li> <li>• Ability to positively and rapidly adapt to sudden changes in routine</li> <li>• Evidence of improvement of own practice through observations, evaluation and discussion with colleagues</li> <li>• Evidence of working collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and mediation</li> </ul>
<b>Special Working Conditions</b>	<ul style="list-style-type: none"> <li>• Committed and practising Catholic</li> <li>• An understanding of the distinctive nature of a Catholic School</li> <li>• Ability to work as part of a strong, friendly team and contribute to team dynamics</li> </ul>	

	<ul style="list-style-type: none"><li>• Attendance at all meetings/ parents evenings as required by the Headteacher</li><li>• To model and maintain the highest standards of learning and behaviour</li><li>• A commitment to support the full life of the school</li></ul>	
--	---	--