

# Person Specification – Deputy Headteacher

## Deputy Headteacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of deputy headteacher	A
	E8	Evidence of recent leadership and management professional development	A/I/CC
	E9	Evidence of appropriate safeguarding training	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E10	To have substantial and current experience as a middle leader	A/I/R
	E11	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E12	To have taken an active involvement in school self-evaluation and development planning	A/I/R
	E13	To have implemented and developed a whole school initiative	A/I/R
	E14	To have had responsibility for policy development and implementation	A/I/R
	E15	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	E16	Significant teaching experience	A/I/R
	E17	To have a knowledge and understanding of all key stages in the school	A/I
	E18	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
PROFESSIONAL ATTRIBUTES	E19	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	E20	The form must be fully completed and legible	A
	E21	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Postgraduate level qualification	A
	D3	Successful completion of Diocesan leadership programme	A
	D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D5	Recent experience in a Catholic school	A
	D6	Experience of teaching in more than one school	A
	D7	Experience of monitoring staff performance	A/I
	D8	Knowledge and understanding of current educational issues	A/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

