

DEPUTY HEADTEACHER CRITERIA FOR APPOINTMENT

(A framework for determining the criteria)

Please note source of evidence of fulfilled criteria: Application Form - A Letter – L Statement – S
References – R Interview - I

TRAINING AND QUALIFICATIONS

	Essential or Desirable	Evidence
Practising Catholic	E	R
Qualified teacher status	E	A
Degree	E	A
CCRS/CTC or commitment to obtain the certificate	D	A/I
Professional development or training undertaken in preparation for deputy headship.	E	A/S

EXPERIENCE OF TEACHING AND EDUCATIONAL LEADERSHIP

	Essential or Desirable	Evidence
Successful teaching experience	E	A/R/I
Experience of middle leadership	D	A/R/I
Other leadership and management experience	D	A/R/I

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

[Compiled with reference to the National Standards]

The successful candidate will be able to demonstrate skill, knowledge and understanding in the areas listed below.

	Essential or Desirable	Evidence
<p>A distinctive personal vision for a Catholic school</p> <ul style="list-style-type: none"> a clear vision for an effective Catholic school The role of the deputy in leading the spiritual development of pupils and staff The central place of Religious Education as a core subject in the school's curriculum The implications for a Catholic school in a diverse community Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools The role of the Governing Body in Catholic Voluntary Aided schools (for Headteacher applicants) Strategies for strengthening a school's link with the wider community including parents, carers and parish The partnership between the school and the parish community Leading collective worship 	E	S/R/I

The process of strategic planning for school improvement <ul style="list-style-type: none"> • The principles and practice of effective school self-evaluation including data analysis • The principles and practice of effective teaching, learning and assessment • Strategies to promote and sustain individual and team professional development 	E	S/R/I
Other (<i>insert any other criteria that the Governing Body considers important</i>)		

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES

The successful candidate will be able to provide evidence of personal capacity to:-

	Essential or Desirable	Evidence
Communicate effectively to a range of audiences and in a range of media	E	S/I/R/A
Build and maintain effective relationships <ul style="list-style-type: none"> • Prioritise, plan and organise themselves and others • Seek and take account of the views of others • Develop effective teamwork 	E	S/R/I
Convey personal enthusiasm and commitment	E	S/R/I

APPLICATION FORM AND LETTER

	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria (<i>1300 words max; font 12; portrait</i>)	E	L/S

CONFIDENTIAL REFERENCES AND REPORTS

A positive and supportive written faith reference from a priest where the applicant regularly worships.	E	R
Reference from current employer/Headteacher (or most recent employer/headteacher if not currently employed)	E	R
A second professional reference	D	R