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**DEPUTY HEAD OF SCHOOL CRITERIA FOR APPOINTMENT**

*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 in a Catholic School | D | A/S |

**EXPERIENCE OF TEACHING AND EDUCATIONAL LEADERSHIP**

|  |  |  |
| --- | --- | --- |
|   | **Essential or Desirable** | **Evidence** |
| Successful teaching experience | E | A/R/I |
| Experience of middle leadership  | E | A/R/I |
| Other leadership and management experience, | E | A/R/I |
| Experience of SENCo role | 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** |
| **A distinctive personal vision for a Catholic school** | E | S/R/I |
| * a clear vision for an effective Catholic school
 | E |  |
| * The role of the deputy in leading the spiritual development of pupils and staff
* An understanding of the role of the Catholic Multi Academy Trust
 | ED |  |
| * The central place of Religious Education as a core subject in the school’s curriculum
 | E |  |
| * The implications for a Catholic school in a diverse community
 | D |  |
| * Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools
 | D |  |
| * Strategies for strengthening a school’s link with the wider community including parents, carers and parish
 | D |  |
| * + The partnership between the school and the parish community
 | D |  |
| * Leading collective worship
 | E |  |

|  |  |  |
| --- | --- | --- |
| **The process of strategic planning for school improvement** | E |  |
| * The principles and practice of effective school self-evaluation including data analysis
 | S/R/I |
| * The principles and practice of effective teaching, learning and assessment
 | E |  |
| * Strategies to promote and sustain individual and team professional development
 | E |  |
| **An understanding of the Diocesan Multi Academy Trust model with particular reference to the Carmel Education Trust.** | D | S/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* 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 *(recommended 1300 words)* | 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 | E | R |