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| **Person Specification – Deputy Headteacher** |
| Deputy Headteacher |

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| **Essential Criteria** | **Criterion No.** | **Attribute** | **Stage Identified** |
| Faith Commitment | E1E2E3E4 | A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)Secure understanding of the distinctive nature of the Catholic school and Catholic educationUnderstanding of the leadership role in spiritual development of pupils and staffExperience of leading school worship | A/I/RA/I/RA/I/RA/I |
| Qualifications | E5E6E7 | Qualified teacher statusDegreeCCRS/CTC (or equivalent) or commitment to obtaining the certificate | A/CCA/CCA/CC/I |
| Professional Development | E8E9E10 | Evidence of appropriate professional development for the role of deputy headteacherEvidence of recent leadership and management professional developmentEvidence of appropriate safeguarding training  | AA/I/CCA |
| School Leadership and Management Experience | E11E12E13E14E15E16 | To have substantial and current experience as a middle leaderTo have had active and effective leadership of a team/key stage/curriculum area/departmentTo have taken an active involvement in school self-evaluation and development planningTo have implemented and developed a whole school initiativeTo have had responsibility for policy development and implementationTo have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff) | A/I/RA/I/RA/I/RA/I/RA/I/RA/I/R |
| Experience and Knowledge of Teaching | E17E18E19 | Significant teaching experienceTo have a knowledge and understanding of all key stages in the schoolTo be able to effectively use data, assessment and target setting to raise standards/address weaknesses | A/I/RA/IA/I |
| Professional Attributes | E20 | 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 | E21E22 | The form must be fully completed and legibleThe supporting statement should be clear, concise (within the required word count) and related to the specific post | AA |

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| **Desirable Criteria** | **Criterion No.** | **Attribute** | **Stage Identified** |
| Faith Commitment | D1 | Involvement in parish community | A/I |
| Qualifications | D2D3 | Postgraduate level qualificationSuccessful completion of Diocesan leadership programme | AA |
| school leadership and managemjent experience | D4D5D6D7 | Recent experience in a Catholic schoolExperience of teaching in more than one schoolExperience of monitoring staff performanceKnowledge and understanding of current educational issues | AAA/IA/I |

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

