



Our Lady's RC Primary School

Person Specification/Selection Criteria for Deputy Headteacher

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

The applicant will be required to safeguard and promote the welfare of children and young people.

[A] Faith Commitment

	Essential	Desirable	Source
• Practising Catholic	E		A,I,R
• Involvement in parish community		D	A,I

[B] Philosophy, Professional Knowledge and Understanding in the context of a Church school.

	Essential	Desirable	Source
Leading school worship	E		A,I
A strong commitment to developing and enriching the Catholic ethos of the school and an understanding of the nature and purpose of Catholic education	E		A,I
Understanding of leadership role in spiritual development of pupils and staff	E		A,I
Understanding of a Catholic School's role in the parish and its community and Diocese of Salford	E		A,I
Have a clear passion for teaching and learning	E		I,R,O

[C] Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A,CC
Degree or Equivalent	E		A,CC
CCRS/CTC or commitment to obtain	E		A,CC,I

[D] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of deputy headteacher		D	A
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate Child Protection training	E		A,I,CC
Has successfully undertaken Designated Senior Leader training		D	A,I,CC

[E] School leadership and management experience

	Essential	Desirable	Source
Create and secure a shared commitment to a clear vision for Catholic Education	E		I, R
To have substantial and current experience as a leader in a primary school	E		A,I,R
Ability to inspire and motivate staff, pupils, parents and governors	E		I,R
Deal sensitively and empathetically with people	E		I,R
Experience of active and effective leadership in a primary school (e.g. of a team / key stage/ curriculum area)	E		A,I,R
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	E		A,I,R
To have implemented and developed a whole school initiative and evidence of impact	E		A,I,R
Evidence of effective monitoring and evaluation of teaching and learning	E		A,I,R
An awareness or experience of the financial management of a primary school.		D	A,I,R
To have had a key involvement in reviewing and developing the curriculum and/or policy	E		A,I,R
To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff).	E		A,I,R
Act as a role model for children and staff by setting the highest personal and professional standards	E		I,R

[F] Teaching and Learning

Have a thorough understanding of successful teaching and learning strategies	E		I,O
Ability to secure strong relationships with children	E		I,O
Have high expectations of pupils' behaviour and attitudes to learning	E		I,O
Experience of teaching in more than one school		D	A,I
Significant teaching experience within the primary phases (across key stages desirable)	E		A,I,R
To have a working and current knowledge and understanding of all three key stages in the primary phase	E		A,I,R
Advanced understanding of effective Assessment for Learning (AfL) strategies.	E		A,I,O
Be a creative and dynamic teacher. A willingness to innovate.	E		A,I,O
To be able to exemplify how the needs of all pupils (e.g. SEN, EAL, PP etc.) have been met through high quality teaching.	E		A,I,O

[G] Professional Attributes & Skills

To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E		A, I,O
---	---	--	--------

To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		I
Committed to own and colleagues CPD	E		A,I
Highly competent user of technology. Both in teaching and learning and school leadership.	E		I,O
Excellent organisation skills and ability to manage own workload.	E		I
Ability to direct and coordinate the work of others.	E		I
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	E		A,I
Show a good commitment to sustained attendance at work	E		A,I,R
Set high expectations which inspire, motivate and challenge pupils.	E		A,I,O
Promote good progress and outcomes by pupils.	E		A,I,O
Demonstrate good subject and curriculum knowledge.	E		A,I,O
Plan and teach well-structured lessons.	E		A,I,O
Adapt teaching to respond to the strengths and needs of all pupils.	E		A,I,O
Make accurate and productive use of assessment.	E		A,I,O
Manage behaviour effectively.	E		A,I,O
Fulfil wider professional responsibilities.	E		A,I,R

[H] Personal Qualities (In the context of a Catholic primary school)

Continue to promote the school's strong educational philosophy and values	E		I,R
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A,I
Inspire trust in the school community	E		I,R
Communicate clearly and effectively both orally and in written English	E		A,I,R
Excellent communication skills and ability to build and maintain quality relationships through interpersonal skills	E		A,I,O
Positivity and enthusiasm	E		A,I,O
Demonstrate personal motivation and commitment to leadership aimed at making a positive difference to children	E		A,I
Demonstrate personal and professional integrity, including modelling values and vision	E		I,R
Ability to liaise effectively with parents	E		A,I
Ability to manage and resolve conflict	E		I
Think analytically and creatively and demonstrate initiative in solving problems	E		I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E		I,R
Demonstrate a capacity for sustained hard work with energy and vigour	E		I,R

Willingness to go 'the extra mile' for our children (e.g. extra curricular, enrichment activities/trips)	E		I
--	----------	--	---

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer (for deputy headship this should be Chair of Governors or headteacher; for headships this should be Chair of Governors)	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Letter

The form must be fully completed and legible. The supporting letter should be clear, concise and related to the specific post. The length of the letter **should not exceed three sides of A4 and should be in Arial font 11.**

- A – Application
- O – Observation of practice
- I – Interview process (including tasks)
- R - Reference
- CC = Checking Certificates