



Working, Praying, Sharing
&
Learning Together

ST. MARY'S R.C. PRIMARY SCHOOL

DEPUTY HEADTEACHER - PERSON SPECIFICATION / SELECTION CRITERIA

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 teaching of the Roman Catholic Church and the Trust Deed of the Archdiocese of Cardiff. 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. The successful candidate will be required to sign the Catholic Education Service Contract.

Please note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Method of Assessment : A = Application / I = Interview / R = Reference
/S= shortlisting criteria

[A] Faith Commitment

	Essential or Desirable	A	I	R
Practising Catholic (S)	E	A	I	R

[B] Qualifications, Experience and Professional Development

	Essential or Desirable	A	I	R
Qualified teacher status (S)	E	A		
Degree or equivalent (S)	E	A		
CCRS/CTC (or commitment to obtaining the certificate)	D	A	I	
Training in preparation for Deputy Headship/whole school leadership (Diocese/LA/Other) (S)	D	A		
Evidence of continued Professional Development (S)	E	A	I	

[C] Leadership, Management and Teaching Experience

	Essential or Desirable	A	I	R
Relevant management experience – for example – subject leader/ key stage leader/ ALNCo/ whole school responsibility/ consultant or teacher adviser (S)	E	A	I	R
Specific aspects of leadership and management – for example - school development planning/ monitoring and evaluation/ data analysis and target setting/ policy development and implementation (S)	E	A	I	R
Teaching experience – relevant details of successful experience – Relevant experience of successful practice within and across the Primary phases (S)	E	A	I	

[D] Professional Knowledge and Understanding:

	Essential or Desirable	A	I	R
Able to articulate a philosophy for Catholic education	E	A	I	
Understanding of leadership role in the spiritual development of pupils and staff	E		I	
Working with the Headteacher in order to create and secure commitment to a clear vision for an outstanding Catholic school	E		I	

Leading Learning and Teaching In particular:	Essential or Desirable	A	I	R
Ability to demonstrate the principles and practice of effective learning and teaching	E	A	I	
Strategies for improving the quality of learning and teaching,	E		I	R
Monitoring and evaluating the effectiveness of learning and teaching to ensure the continuous improvement of standards	E		I	R

Developing Self & Working with others In particular:	Essential or Desirable	A	I	R
The significance of interpersonal relationships and strategies for promoting individual and team development	E		I	
Promoting an open, fair and equitable culture consistent with the school's catholic ethos	E		I	
The importance of partnership working and accepting appropriate support from others, including colleagues, governors, Diocese and the Local Authority	E		I	

Securing Accountability In particular:	Essential or Desirable	A	I	R
Principles and practice of quality assurance systems, including school review, self evaluation and performance management	E		I	
Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school performance	E		I	
Individual, team and or whole school accountability for pupil learning outcomes	E		I	

Strengthening Community In particular:	Essential or Desirable	A	I	R
Strategies for developing and strengthening the school's links with the parish(es), parents and carers, 'cluster' Catholic schools, other local schools and the wider community	E		I	

[E] Personal and Professional Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. Whilst these qualities may be demonstrated in a letter of application, they will be more fully assessed during the interview process and from the references.

Within the context of a Catholic school, applicants should be able to:

	Essential or Desirable	I	R
Respect the dignity of each person valued and loved by God	E	I	R
Inspire, challenge, motivate and empower others to carry forward the shared vision	E	I	R
Demonstrate personal enthusiasm for and commitment to leadership aimed at making a positive difference to children and young people	E	I	R
Build and maintain effective relationships, through interpersonal skills and effective	E	I	R

communication			
Foster an open, fair and equitable culture, managing conflict where necessary	E	I	R
Prioritise, plan and organise self and others	E	I	R
Think analytically and creatively in order to anticipate and solve problems	E	I	R
Be aware of own strengths and areas for development. Listen to and reflect on feedback	E	I	R
Demonstrate personal and professional integrity, including modelling values and vision	E	I	R
Demonstrate a capacity for sustained hard work	E	I	R
Empathise	E	I	R
Demonstrate resilience and optimism	E	I	R
Demonstrate impact and presence	E	I	

[F] APPLICATION FORM AND LETTER

The CES (Catholic education service) application form should be **fully completed** and legible demonstrating your ability as an effective communicator (**S**)

[G] CONFIDENTIAL REFERENCES AND REPORTS

All applicants are required to provide details of at least two, and up to three, referees. You are advised to read the relevant notes to applicants	E/D
One reference must be from your Parish Priest/the Priest of the Parish where you regularly worship.	E
A positive recommendation from current Headteacher	E
A supportive reference from LA (where provided) or another professional reference from a senior professional who has knowledge of your work.	E

Only written references and reports, which should confirm support for the relevant professional and personal knowledge, skills and abilities referred to above.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.