



St. Michael's Catholic High School

High Elms Lane, Garston, Watford, Herts, WD25 0SS.

Tel: 01923 673760

Headteacher: Mr Edward Conway



The Diocese of Westminster Academy Trust

DEPUTY HEADTEACHER: Person Specification				
Please ensure that you provide evidence to address the criteria on the person specification. Evidence will be gathered from the application form (A), at interview (I) and through references (R)				
<i>Certificates of professional qualifications must be brought to interview</i>				
Qualifications and training				
<i>Essential</i>	<i>Desirable</i>	<i>A</i>	<i>I</i>	<i>R</i>
Good Honours Degree or equivalent	Higher degree or equivalent	X		
Qualified Teacher Status		X		
Evidence of relevant professional development appropriate to post	Professional development/training to prepare for Deputy Headship eg NPQSL	X	X	X
Experience				
<i>Essential</i>	<i>Desirable</i>	<i>A</i>	<i>I</i>	<i>R</i>
Successful experience of teaching within the Secondary Sector	Successful teaching experience in a Catholic School	X	X	X
Successful Senior Leadership Experience	Experience as Assistant Headteacher	X	X	X
Successful experience of leading teams and performance management of colleagues	Experience of working with Governors	X	X	X
Successful experience of development and implementation of whole school improvement strategies	Experience of working with external agencies	X	X	X
Proven record of raising academic standards and sustaining improvement	Successful experience of managing a budget	X	X	X
Proven record of managing change and improvement		X	X	
Knowledge				
<i>Essential</i>	<i>Desirable</i>	<i>A</i>	<i>I</i>	<i>R</i>
A clear vision for an effective Catholic school		X	X	
Effective Pastoral Care and Safeguarding Policy & Procedures		X	X	X
Effective Strategies for developing Teaching and Learning		X	X	X
Recent educational developments and proposals affecting secondary schools from Key Stage 3 to Sixth Form			X	
Whole School self – evaluation		X	X	

Website: www.stmichaelscatholichighschool.co.uk

E-mail: admin@stmichaelscatholichighschool.co.uk

St Michael's Catholic High School is part of The Diocese of Westminster Academy Trust, a company limited by guarantee. Registered Number: 7944160.
Registered Address: Waxwell House, 125 Waxwell Lane, Pinner, England, HA5 3EP

Bringing Christ to All and All to Christ



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Curriculum Design and Development	Understanding of the principles of Integrated Curriculum Financial Planning		X	
School Improvement Strategies	Understanding of the principles of timetabling		X	X
Student target setting, monitoring and intervention strategies			X	
Skills				
<i>Essential</i>	<i>Desirable</i>	<i>A</i>	<i>I</i>	<i>R</i>
Initiate, develop and implement new ideas and approaches			X	
Think strategically			X	X
Monitor and evaluate the work of the School		X	X	
Work effectively as part of a team		X	X	X
Lead, manage and inspire staff			X	
Communicate effectively with a wide range of audiences		X	X	X
Excellent written communication skills		X	X	
Analyse data effectively including external data e.g. IDSR			X	
Provide professional support and development for staff			X	
Resolve problems with sensitivity and flexibility			X	
Be an excellent classroom teacher			X	X
Be able to lead collective worship			X	X
Confident use of IT systems appropriate for role	Exerpeince of using Arbor	X		
Personal Qualities				
<i>Essential</i>	<i>Desirable</i>	<i>A</i>	<i>I</i>	<i>R</i>
Committed, practising Catholic		X	X	X
Commitment to Catholic education and ability to communicate a vision for Catholic education		X	X	X
A genuine belief in the worth and potential of all young people			X	
Commitment to continuous school improvement			X	

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Uncompromising commitment to high standards		X	X	X
Ability to motivate and inspire students and colleagues		X	X	X
Dynamic and enthusiastic			X	X
Positive, confident and resilient			X	X
A sense of humour and perspective			X	X
Friendly and Approachable			X	
Calm and reflective approach to all situations			X	X
A capacity for sustained hard work			X	X
Able to make decisions independently			X	X
High levels of integrity			X	X

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