



**St Mary's Catholic Primary Academy**  
*Reflecting the love and faith of Mary in all that we do.*



**The Blessed  
Peter Snow**  
Catholic Academy Trust

Deputy Headteacher Person Specification

In order to carry out their responsibilities effectively, Deputy Headteachers need specific professional knowledge and understanding and a range of leadership, management and personal skills and attributes, which are applied across responsibilities set out in the Deputy Headteacher's job description.

The personal qualities both essential and desirable are presented below but are not in any order of priority.

<b>Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Holds full Qualified Teacher Status	*		A
Holds or working towards CCRS (Catholic Teachers Certificate)		*	A
Recent participation in a range of relevant in-service training		*	A
<b>Faith Commitment</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Committed, practising Catholic	*		A, R
Evidence of participation in parish life		*	A, R
Sound understanding of the distinctive nature of a Catholic School	*		A, I
Understanding the school's role in the community	*		A, I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience of teaching in a Catholic school		*	A, I, R
Experience of teaching in more than one school		*	A
Recent experience at Management level		*	A, R
Proven experience of leading and managing at least one area of the curriculum	*		A, R
Experience of teaching across the age range (5-11)		*	A
Experience of teaching all National Curriculum Subjects	*		A

Not less than 5 years teaching experience	*		A
Experience as a Performance Management Team Leader		*	A
<b>Professional Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Competent in promoting positive behaviour management and good discipline	*		A, I, R
Confident and competent in using ICT	*		A, P, T
Awareness of current and relevant National Strategies e.g. Literacy, Numeracy, Assessment, Safeguarding, Ofsted.	*		A, I, P, T
Ability to form partnerships and communicate effectively with parents, parish and wider community	*		A, I, P, R
<b>Personal Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Excellent oral communication skills	*		A, P, I, R
Excellent written communication skills	*		A, P, I, T R
Excellent interpersonal skills	*		P, I, R
Confidence and inner self-belief	*		P, I, T
Ability to prioritise and make sensible/confident/reasoned/balanced judgements	*		T, P, I
Ability to accept constructive criticism and give it to others sensitively	*		P, R, I, A
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Application Forms should be completed in full by hand or typed	*		A
No CV is required (Please complete Application Form)	*		A
Supporting Statements should be <b>no longer than 2 sides of A4</b> (preferably typed) and should address the criteria identified in the person specification	*		A
Support for the ethos and philosophy of Catholic Education	*		A, P, I

<b>Confidential References and Reports</b>	<b>Essential</b>
Written references only	*
Confirming professional & personal knowledge, skills & abilities referred to above	*
Positive and supportive faith reference from priest where applicant regularly worships	*
Positive recommendation from current employer	*
Satisfactory health and attendance record	*
Completion of satisfactory DBS check.	*

**A ~ Application Form**

**I ~ Interview**

**T~ Task/Test**

**P ~ Presentation**

**R ~ Reference**