

## Job specification

### Job title: Part Time Deputy Headteacher

*The Governing Body of St. Dunstan's Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people in its care and expects all staff and volunteers to share this commitment. The successful candidate must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.*

Key to measures: A- Application Form

I- Interview

E-Evidence

R- Reference

Measured	Training and Qualifications	Essential	Desirable
A/E	Qualified Teacher Status	✓	
A/E	Good honours degree	✓	
A / I / E	Recent professional development related to school leadership, curriculum, and teaching and learning	✓	
E	Evidence informed national qualifications in education e.g. National Professional Qualification for Senior Leader/ Headteacher (NPQSL/H)	✓	
E	Evidence of continuing professional development relating to Catholic ethos, mission and religious education, e.g. CCRS		✓
Measured	Faith Commitment	Essential	Desirable
A / I / R	Is a practising and committed Catholic, involved in the life of the Church at a parish level	✓	
A / I	Has an understanding of the distinctive nature of the Catholic school and Catholic education	✓	
Measured	Context of a Catholic Schools ( <i>Knowledge and understanding of Catholic Nature and Life of a Catholic School</i> )	Essential	Desirable
A / I	Experience of leading prayer and liturgy across the school	✓	
A / I	Understand the leadership role of the spiritual development of pupils and staff team.	✓	
A / I	Ability to uphold and actively strengthen the Catholic ethos through school.	✓	
A / I	Has an understanding of the school's role in the parish and wider community and its contribution to community cohesion	✓	
Measured	Culture and Ethos ( <i>School Culture, Behaviour, Professional Development</i> )	Essential	Desirable
A / I / R	Experience of supporting the Headteacher to establish and sustain the school's ethos and strategic direction	✓	
A / I	Evidence of building positive and respectful relationships across the school community and a safe, orderly, and inclusive environment	✓	
A / I / R	Can establish and sustain high expectations of behaviour for all pupils, built upon relationships and routines	✓	
A / I	Experience of leadership development of staff e.g. provide and identify high-quality, sustained professional development opportunities and through performance management		✓
Measured	Teaching Experience ( <i>Teaching, Curriculum and Assessment, Additional and Special Educational Needs</i> )	Essential	Desirable
A / I	Good understanding of the RE Curriculum and the Prayer and Liturgy Directory	✓	

A / I	Proven to be an outstanding, dynamic classroom practitioner who is generous to share best practice.	✓	
A / I	Demonstrates inspirational ability to manage and nurture positive behaviour and learning skills in and out of the classroom.	✓	
A / I	Broad experience of excellent teaching.	✓	
A / I	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	✓	
A / I	Evidence of developing ambitious expectations for all pupils 'vulnerable to making progress' including those with additional and special educational needs and disabilities	✓	
A	Experience of teaching in more than one school.		✓
<b>Measured</b>	<b>Leadership Experience</b> ( <i>Organisational Management, School Improvement, Working in Partnership</i> )	<b>Essential</b>	<b>Desirable</b>
A / I / R	Experience of an effective TLR or Middle Leader post in a Catholic School	✓	
A / I /	Proven ability to drive improvement in a whole school priority.	✓	
A / I	Experience of whole school leadership of RE, Catholic Life and Mission, and or Collective Worship		✓
A / I	Experience leading a core area/ subject across the school	✓	
A / I	Evidence of implementing and developing a whole school initiative	✓	
A / I	Experience of leadership in training / supporting colleagues including ECTs.		✓
<b>Measured</b>	<b>Organisational Effectiveness</b> ( <i>Organisational Management, School Improvement, Working in Partnership</i> )	<b>Essential</b>	<b>Desirable</b>
A / I	Experience of reviewing and developing systems, processes and policies that enable the school to operate effectively and efficiently		✓
A / I	Experience of motivating and developing teaching and non-teaching staff	✓	
A / I	Evidence of the ability to lead sustained improvement in standards	✓	
A / I	Experience of leading whole school initiatives with demonstrable impact	✓	
A / I	Evidence of constructive relationships beyond the school, working in partnership with parents, carers and the local community	✓	
A / I	A desire and ability to involve parents as partners in their children's learning.	✓	
A / I	Evidence of delivering staff training		✓
<b>Measured</b>	<b>Governance and Accountability</b>	<b>Essential</b>	<b>Desirable</b>
A / I	Ability to work with Governors and all other stakeholders	✓	
A / I	Evidence of the capacity to support and challenge		✓
<b>Measured</b>	<b>Safeguarding Children: Safer Recruitment and Selection</b>	<b>Essential</b>	<b>Desirable</b>
A / I / E	Experience as Designated Safeguarding Lead (DSL)		✓
A / I	An understanding and commitment to Safeguarding policy and procedures.	✓	
<b>Measured</b>	<b>Personal Skills and Attributes and Professional Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A / I	Knowledge of current educational issues and developments within the whole primary phase		✓
A / I	Ability to think and act strategically and convey a vision for the future		✓
A / I	Proven ability to work as a team and to lead a team	✓	
A / I	Ability to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	✓	
A / I	Resilient individual with drive, integrity and ability to form positive relationship with pupils, staff and parents	✓	
A / I	Good self-management, to include time management, working under pressure, ability to use own initiatives and meeting deadlines.	✓	
A / I / R	Excellent communication and interpersonal skills to lead, challenge and support others.	✓	
I	Willing to expand working hours to full time over time as the needs of the school change	✓	