



ST. JOAN OF ARC Catholic School

Person Specification –Deputy Headteacher

<i>Criteria identified as 'A' in the evidence column will be used by the governors to draw up a shortlist of candidates following the initial applications.</i>	WHERE TO FIND EVIDENCE A = Application form and letter I = Interview R = Reference D = Document check
QUALIFICATIONS AND EXPERIENCE	
Qualified teacher status	A/D
Appropriate experience of the phase and age range	A/R
Appropriate professional development and related to school leadership, curriculum, and teaching and learning, e.g. MA Level study	A/R
Evidence of continuing professional development relating to Catholic ethos, mission and religious education, e.g. CCRS	A/D/R
Senior management experience in a Catholic school or is able to demonstrate sound understanding of the aims, organisation, leadership and governance of a Catholic school	A/R
FAITH COMMITMENT	
Is a practising and committed Catholic	A/R/I
Has a secure understanding of the distinctive nature of the Catholic school and Catholic education	A/R/I
Has an understanding of the leadership role in the spiritual development of pupils and staff	A/I/R
Has an understanding of the school's role in the parish and wider community and its contribution to community cohesion	I/R
SHAPING THE FUTURE	
Knowledge of or commitment and ability to:	
Ability to work strategically with the Headteacher, Academy Trust Company and LAC to build, communicate and implement a shared vision of excellence, equity and high standards for every pupil and within the context of the mission of a Catholic school	A/I
Inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education	A/I/R
Analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	A/I/R
Use new technologies to support school improvement	A/I/R

Knowledge of or commitment and ability to:	
Implement strategies for raising achievement and achieving excellence for pupils, staff and self	A/I
Use assessment strategies to inform the next stages of learning	A/I
Implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning	A/I
Contribute towards curriculum design	A/I/R
Be strategic in ensuring inclusion, diversity and access	I/R
DEVELOPING SELF AND WORKING WITH OTHERS	
Knowledge of or commitment and ability to:	
Demonstrate an ability to build effective teams within the school	A/I/R
Collaborate and network with others beyond the school	A/I/R
Give and receive effective feedback and act to improve personal performance	A/I/R
Work with governors to enable them to fulfil whole-school responsibilities	A/I
MANAGING THE ORGANISATION	
Knowledge of or commitment and ability to:	
Understand and apply the principles of distributed leadership and accountability	A/I
Apply principles and strategies for school improvement	A/I
Apply good practice in performance management	A/I/R
Use new and emerging technologies to enhance organisational effectiveness	A/I
Make professional, managerial and organisational decisions based on informed judgements	A/I/R
SECURING ACCOUNTABILITY	
Knowledge of or commitment and ability to:	
Use a range of evidence, including performance data to improve school life, including challenging poor performance	A/I
Apply an understanding of Catholic distinctiveness to evaluate the Catholic life of the school	A/I/R
Hold other relevant staff members to account for pupil learning outcomes	I/R
Work in partnership with key stakeholders	A/I
SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION	
In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including: • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours; and • attitudes to authority, and maintaining discipline	A/I



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July 2026