



Diocese of Nottingham

ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY

PERSON SPECIFICATION

Deputy Headteacher

ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY			
JOB TITLE:	DEPUTY HEADTEACHER	GRADE :	LEADERSHIP PAY SPINE POINTS: 6 - 10
RESPONSIBLE TO:	HEADTEACHER		
Line management RESPONSIBLE FOR:	Designated teaching and support staff NQTs Students		

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> - Qualified Teacher Status. (A) 	<ul style="list-style-type: none"> - Have a Good Honours or Masters Degree. (A) - Further professional qualifications. (A) - Evidence of further study (including on-going study). (A)
EXPERIENCE	<ul style="list-style-type: none"> - Experience and knowledge of the School Development/Improvement process.(A,I) - Excellent classroom management and practice.(A,I,R) - A proven record of promoting curricular development and have successfully co-ordinated at least one whole-school curriculum area. (A,I,R) - Evidence that you have initiated and managed curricular development, implemented those developments and evaluated their success. (A,I,R) - Have experience of interpreting and analysing assessment information in order to set targets for raising standards. (A,I,R) 	<ul style="list-style-type: none"> - Experience in a Catholic School. (A) - Experience of Key Stage 1 and 2 SATs and of whole school assessment procedures. (A,I) - Experience of monitoring and evaluating Teaching and Learning. - Teaching experience in more than one establishment. (A,I) - Experience of working with a school's community, including the Parish. (A) - Experience of planning, managing and delivering staff development. (A,I, R)
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> - Knowledge and understanding of moral, spiritual and cultural development of pupils. (A,I) - Have a clear understanding and vision of the needs of primary aged pupils, and have strategies which will achieve effective teaching and learning. (A,I,P) - An understanding of contemporary issues in education. (A,I,P) - Have a detailed knowledge of the structure and content of the National 	<ul style="list-style-type: none"> - A good understanding of the needs of pupils with special educational needs. (A,I,R) - Knowledge and ideas that will enable development of a more creative approach to delivering the curriculum with particular reference to the foundation subjects. (I,P)



English Martyrs' Catholic Voluntary Academy

(part of the Saint Robert Lawrence Catholic Academy Trust)



	<p>Curriculum and assessment arrangements. (I)</p> <ul style="list-style-type: none"> - Confidence in using ICT to support teaching (A,I,P,R) - A knowledge and understanding of target setting at classroom and whole school level. (I) 	
<p>PROFESSIONAL SKILLS</p>	<ul style="list-style-type: none"> - Ability to promote the Catholic Ethos of the school in line with the School Mission Statement. (I) - A commitment to continuous professional development throughout your career; promoting INSET to other staff and leading training. (A,I,R) - The ability to establish professional relationships quickly, enthuse others sensitively and work co-operatively as a member or leader of a team. (A,I,R) - Ability to manage workload. (A,I,R) - The ability to communicate effectively, both verbally and in writing, in a wide range of situations. (A,I,P) - High quality ICT skills. (A,I,R) - The ability to organise staff, volunteers and tasks, often under pressure and within given deadlines. (A,R) - The ability to build and sustain effective working relationships with staff, governors, parents, pupils and the wider community including the Parish. (A,R) 	<ul style="list-style-type: none"> - Willingness to undertake the NPQSL or NPQH (I) - Have the flexibility and adaptability to work with a wide range of people from the community. (A,R) - Experience as a school Governor. (A) - Experience of mentoring NQTs (A) - An interest in Initial Teacher Training (I)
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> - A committed and practising Catholic. (R) - Commitment to work flexibly. (A,R) - A good attendance record. (I,R) - A caring pastoral attitude towards staff and pupils.(R) 	