



Golborne St Thomas' CE J & I School  
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**Person Specification/Selection Criteria for  
 Deputy Headteacher at Golborne St Thomas' CE J & I School**

The applicant will be required to safeguard and promote the welfare of children and young people

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

**(A) Faith Commitment**

	<b>Essential/ Desirable</b>	<b>Source</b>
Willing and able to sustain and develop the Christian character of this Church school	E	A
Full and active member of a Church in membership of Churches Together in England. (This requires evidence of current Church involvement and a clear indication of the applicant's beliefs in relation to a Church school)	D	AIR

**To be able to demonstrate their knowledge and understanding of the following, in the context of a Church school.**

	<b>Essential/ Desirable</b>	<b>Source</b>
The development of the Christian character of the school, its pupils and staff	E	AIR
Leading school worship	E	I
Ways of developing religious education and worship	E	AIR
Ways of leading the spiritual development of all the school community	E	AIR
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school	E	AIR
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Liverpool	E	I
Experience of working in a Church of England school	D	AIR

## **(B) Qualifications**

<b>Qualification requirements</b>	<b>Essential/ Desirable</b>	<b>Source</b>
Qualified teacher status	E	A
Degree	E	A
National award for SEND	D	A

## **(C) Professional Development**

	<b>Essential/ Desirable</b>	<b>Source</b>
Evidence of appropriate professional development for the role of deputy Headteacher	D	A
Evidence of on-going and progressive leadership and management professional development/experience	E	A
Up to date safeguarding training and knowledge of legislation for the protection of young people	E	AI

## **(D) School leadership and Management Experience**

	<b>Essential/ Desirable</b>	<b>Source</b>
Evidence of involvement in whole school self-evaluation and school improvement strategies	D	AI
Successful experience of leading one or more curriculum areas	E	AI
Experience of leading a whole school initiative	E	AI
Experience of working effectively within staff teams	E	AIR
Experience of line management of staff	D	AI
To have had responsibility for policy development and implementation	E	AI
To have had experience of and the ability to support other staff with their professional development across the primary range. (e.g. peer support, mentoring, delivering training)	D	AI
Work positively with parents/carers	E	AIR
To demonstrate an awareness of current national education policy	E	AIR
Experience of contributing to whole school improvement	E	AIR

## **(E) Experience and Knowledge of Teaching**

	<b>Essential/ Desirable</b>	<b>Source</b>
Experience of teaching in more than one key stage	D	AIR
Proven excellence in teaching pupils within the primary phase	E	AIR
Knowledge of whole school expectations regarding standards of teaching and learning within and across all 3 key stages in the primary phase	E	AIR

Secure understanding of assessment strategies, data analysis and the use of assessment to accelerate progress	E	AIR
Evidence and track record of raising attainment/achievement across the whole school	D	AIR
Ability to promote inclusion and meet the additional needs of all pupils	E	AIR
A commitment to addressing diversity positively	E	AIR
Knowledge of Special Educational Needs and Inclusion	E	AI
Ability to lead whole school development for disadvantaged pupils	D	AI

### (F) Professional Attributes

	Essential/ Desirable	Source
Ability to deal effectively and positively with a range of pupil behaviours	E	AIR
An ability to communicate effectively, both orally and in writing, with a range of audiences	E	AIR
To be a leader of learning; demonstrating, promoting and encouraging outstanding classroom practice	E	AIR
Have a good commitment to sustained attendance at work	E	AIR
Committed to own professional development	E	AIR
Ability to support and develop the vision of the school	E	I
Ability to motivate adults and children	E	AIR
Enthusiastic and committed approach to protecting and promoting the reputation of the school	E	AIR

### (G) Personal Qualities

	Essential/ Desirable	Source
A passion for pupil aspiration	E	AIR
Good sense of humour	E	AIR
Excellent interpersonal, communication and networking skills, with high levels of integrity and professionalism	E	AIR
Experience and understanding of pastoral care, including issues concerning families	E	AIR
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E	AIR
Ability to build and maintain good relationships across the wider school community	E	AIR
The ability to perform effectively under pressure	E	AIR

**(H) Safeguarding**

	<b>Essential/ Desirable</b>	<b>Source</b>
Displays commitment to the protection and safeguarding of children and young people	E	AIR
The ability to form and maintain appropriate relationships and personal boundaries with young people	E	AIR
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of young people	E	AIR
Will co-operate and work with relevant agencies to protect young people	E	I

**(I) Professional Skills**

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description.

Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in St Thomas' school throughout the appointment process.

**(J) Confidential References**

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	Desirable
Positive recommendation from all referees, including current employer	Essential

**(K) Application Form and Supporting Statement**

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.