

St Mary's Catholic High School, Leyland
Royal Avenue, Leyland, PR25 1BS
Deputy Headteacher: Person Specification



The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teaching of the Catholic Church and the diocesan Trust Deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all aspects.

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A. Faith Commitment and Values	Essential	Desirable	A = Application I = Interview R = Reference
Practising Catholic with a sound understanding of the distinctive nature of Catholic schools and Catholic education	✓		A I R
Involvement in parish community		✓	A I R
A.2 Able to demonstrate knowledge and understanding of the following in the context of a Catholic School	Essential	Desirable	A = Application I = Interview R = Reference
Leading worship	✓		A I R
Ways of developing religious education and worship	✓		A I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	✓		A I
How relationships should be fostered and developed between the school, parish, its community and the diocese		✓	A I
B. Safeguarding	Essential	Desirable	A = Application I = Interview R = Reference
Shares the school's commitment to the highest safeguarding procedures for the welfare of children and young people	✓		A I R
Has successfully undertaken appropriate Child Protection training for this academic year 2025-26	✓		A I
Is fit to work with children and has not been barred from the teaching profession, or subject to an ongoing investigation by the Teaching Regulation Agency	✓		A I R
Has successfully undertaken approved "Safer Recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up post.	✓		A I
C. Qualifications	Essential	Desirable	A = Application I = Interview R = Reference
Qualified Teacher Status	✓		A
Degree or equivalent	✓		A
Has completed the Catholic Certificate in Religious Studies (CCRS) or the Catholic Teachers' Certificate (CTC) or has a commitment to do so		✓	A
Has completed the Catholic Leadership Programme (CLP) or has a commitment to do so		✓	A

D. Professional Development	Essential	Desirable	A = Application I = Interview R = Reference
Evidence of appropriate professional development for the role of Deputy Headteacher		✓	A I
Evidence of recent leadership and management professional development	✓		A I
Has experience of working with Arbor Management Information System, or has a commitment to undertake relevant professional development in this area	✓		A I
E. School leadership and management experience	Essential	Desirable	A = Application I = Interview R = Reference
Evidence of substantial, recent and successful leadership experience in an appropriate/relevant setting	✓		A I R
Experience of working in a school in similar circumstances or serving a similar community		✓	A I R
Evidence of an active involvement in school self-evaluation and development planning	✓		A I R
Evidence of an involvement in or understanding of financial management in a school		✓	A I
To have had responsibility for policy development and implementation	✓		A I R
To have had experience of, and ability to contribute to, staff development by, for example, coaching, mentoring, delivery of INSET	✓		A I R
F. Experience and knowledge of teaching	Essential	Desirable	A = Application I = Interview R = Reference
Experience of teaching in more than one secondary school		✓	A
Experience of teaching in a Catholic secondary school		✓	A I R
A knowledge and understanding of all key stages provided in the school	✓		A I R
To be able to use data, assessment and target setting effectively to raise standards/address weaknesses	✓		A I R
Experience of providing professional challenge and support to others through the appraisal process	✓		A I R
Experience of working effectively with a strong governing body		✓	A I
G. Professional Attributes	Essential	Desirable	A = Application I = Interview R = Reference
To be able to demonstrate an understanding of the particular needs of pupils at St Mary's and how these could be met	✓		A I
To be able 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 R
Excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A I R
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓		A I R

H. Professional Skills
Applicants must be able to demonstrate that they meet the Teachers' Standards ((England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Deputy Headteacher must be exemplary and be able to • Set high expectations which inspire, motivate and challenge pupils • Promote good progress and outcomes by pupils • Demonstrate good subject and curriculum knowledge • Plan and teach well-structured lessons • Adapt teaching to respond to the strengths and needs of all pupils • Make accurate and productive use of assessment • Manage behaviour effectively • Fulfill wider professional responsibilities
I. Personal Qualities
All of the following are considered to be essential for the post and will be assessed throughout the process. The Deputy Headteacher will be able to • Continue to promote the school's strong educational philosophy and values • Inspire, challenge, motivate and empower teams and individuals to achieve high goals • Inspire trust in the school community • Communicate clearly and effectively both orally and in writing in English • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people • Build and maintain quality relationships through interpersonal skills and effective communication • Demonstrate personal and professional integrity including modelling values and vision • Manage and resolve conflict • Prioritise, plan and organise self and others • Think analytically and creatively and demonstrate initiative in solving problems • Be aware of their personal strengths and areas for development and listen to and reflect constructively and act upon, as appropriate, feedback from others • Demonstrate a capacity for sustained hard work with energy and vigour
J. Confidential References and Reports:
• Positive and supportive faith reference from a priest where the applicant regularly worships • Positive recommendation from all referees, including current employer • The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate
K. Application Form and Supporting Statement
The CESEW application form must be fully completed and legible. The supporting statement should not exceed 3 sides of A4 in Arial point 11, have 'moderate' margins and should be clear, concise and related to the post and setting applied for, paying particular attention to the specific Job Description.