



St Sebastian's Catholic Primary School & Nursery

Holly Road, Fairfield, Liverpool, L7 0LH

Tel: 0151 260 9697 Email: sebastians-ao@st-sebastians.liverpool.sch.uk

Headteacher: Mrs J McCormick



SECONDMENT OPPORTUNITY – DEPUTY HEAD TEACHER

JOB DESCRIPTION

JOB TITLE	Deputy Head Teacher
REPORTING TO	Head Teacher & Governors
LINE MANAGER OF	Teachers & Learning Support Staff
PAY GRADE	Leadership 8
CONTRACT	Fixed Term (1 year)

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KEY – STAGE IDENTIFIED			
A	I	R	CC
Application Form	Interview	References	Checking Certificates

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FAITH COMMITMENT

ESSENTIAL CRITERIA – FAITH COMMITMENT

Criterion Number	ATTRIBUTE	Stage Identified
E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A I R
E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A I R
E3	Understanding of the leadership role in spiritual development of pupils and staff	A I R
E4	Experience of leading school worship	A I

DESIRABLE CRITERIA – FAITH COMMITMENT

Criterion Number	ATTRIBUTE	Stage Identified
D1	Involvement in parish community	A I



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QUALIFICATIONS

ESSENTIAL CRITERIA – QUALIFICATIONS		
Criterion Number	ATTRIBUTE	Stage Identified
E5	Qualification Teacher Status	A CC
E6	Degree	A CC
E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A I CC

DESIRABLE CRITERIA – QUALIFICATIONS		
Criterion Number	ATTRIBUTE	Stage Identified
D2	Recent experience in a Catholic school	A I
D3	Experience of teaching in more than one school	A I
D4	Experience of monitoring staff performance	A I
D5	Knowledge and understanding of current educational issues	A I
D6	Postgraduate level qualification	A
D7	Successful completion of Diocesan leadership programme	A
D8	Successful completion of NPQSL	A

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PROFESSIONAL DEVELOPMENT

ESSENTIAL CRITERIA – PROFESSIONAL DEVELOPMENT		
Criterion Number	ATTRIBUTE	Stage Identified
E8	Evidence of appropriate professional development for the role of deputy headteacher	A
E9	Evidence of recent leadership and management professional development	A I CC
E10	Evidence of appropriate safeguarding training	A

SCHOOL LEADERSHIP & MANAGEMENT EXPERIENCE

ESSENTIAL CRITERIA – SCHOOL LEADERSHIP & MANAGEMENT EXPERIENCE		
Criterion Number	ATTRIBUTE	Stage Identified
E11	To have substantial and current experience as a middle leader	A I R
E12	To have had active and effective leadership of a team/key stage/curriculum area/department	A I R
E13	To have taken an active involvement in school self-evaluation and development planning	A I R
E14	To have implemented and developed a whole school initiative	A I R
E15	To have had responsibility for policy development and implementation	A I R
E16	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A I R

DESIRABLE CRITERIA – SCHOOL LEADERSHIP & MANAGING EXPERIENCE		
Criterion Number	ATTRIBUTE	Stage Identified
D9	To have current experience as an active senior member of a school leadership team	A I



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EXPERIENCE & KNOWLEDGE OF TEACHING

ESSENTIAL CRITERIA – EXPERIENCE & KNOWLEDGE OF TEACHING		
Criterion Number	ATTRIBUTE	Stage Identified
E17	Significant teaching experience	A I R
E18	To have a knowledge and understanding of all key stages in the school	A I
E19	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A I

PROFESSIONAL ATTRIBUTES

ESSENTIAL CRITERIA – PROFESSIONAL ATTRIBUTES		
Criterion Number	ATTRIBUTE	Stage Identified
E20	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A I

APPLICATION FORM & SUPPORTING STATEMENT

ESSENTIAL CRITERIA – APPLICATION FORM & SUPPORTING STATEMENT		
Criterion Number	ATTRIBUTE	Stage Identified
E21	The form must be fully completed and legible	A
E22	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

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PERSONAL ATTRIBUTES

ESSENTIAL CRITERIA – PERSONAL ATTRIBUTES		
Criterion Number	ATTRIBUTE	Stage Identified
E23	Proven ability to provide inspirational, values-driven leadership (at a middle or senior level) that supports the school's mission.	A I R
E24	High levels of emotional intelligence, with the capacity to build trust and positive relationships across the school community.	A I R
E25	Excellent communication skills, with the ability to engage confidently and sensitively with pupils, staff, parents, governors and external agencies.	A I R
E26	A deep commitment to children's holistic development, wellbeing, safeguarding and inclusion.	A I R
E26	A collaborative approach to leadership, working effectively with the Head Teacher, Senior Leadership Team and staff to foster a cohesive team culture.	A I R
E27	Strong strategic thinking and problem-solving skills that contribute to effective school improvement.	A I R
E28	Demonstrates resilience and emotional steadiness, remaining calm, solution-focused, and effective under pressure while supporting others through challenges.	A I R
E29	Demonstrates a consistently proactive approach towards school life, using initiative to identify priorities, respond to emerging needs and implement effective actions that support the Catholic ethos, strategic direction and continuous improvement of the school.	A I R
E30	A reflective, self-motivated approach to professional development and continuous learning.	A I R
E31	An approachable, visible presence within the school, able to build warm and supportive relationships with pupils and families.	A I R
E32	A high level of integrity and moral courage, ensuring principled decision-making and rigorous safeguarding practice.	A I R
E33	Commitment to contributing to the wider life of the school community, including extended curriculum and extra-curricular activities	A I
E34	Excellent attendance & punctuality	A I R