



Millhouse Primary School and Nursery

‘Inspiring tomorrow’s generation, today’

Deputy Executive Headteacher – Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree Level • Qualified teacher status 	<ul style="list-style-type: none"> • Hold NPQH
Experience	<ul style="list-style-type: none"> • Experience as a successful Headteacher or Deputy Headteacher • A full understanding of and commitment to safeguarding • Proven experience of improving outcomes at KS2 • Skilled in school evaluation and improvement planning 	<ul style="list-style-type: none"> • Breadth of experience and in more than one Key Stage
Strategic Leadership	<ul style="list-style-type: none"> • Capable of shaping, delivering, evaluating and reviewing a vision and strategy to become an outstanding school • Experience of collaborating with other schools / organisations / agencies • Experience of leading or coordinating continuing professional development opportunities for self and others • Ability to analyse data, develop strategic plans, set targets and monitor / evaluate progress 	<ul style="list-style-type: none"> • Experience supporting partnership development across schools • Experience of working across more than 1 school in a leadership capacity

	<ul style="list-style-type: none"> • Experience of working in partnership with a Governing Body to enable it to fulfil its responsibilities to the school • Demonstrated success in strategic school improvement. • Ongoing professional development at leadership level 	
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Proven track record in improving teaching, learning and inclusion • Skilled at data analysis, school improvement planning and improvement strategies (SEF, SIP, reports, SATs and financial reporting) • Driving improvement and addressing underperformance to enhance outcomes • Manage time effectively while ensuring team welfare and work-life balance • Manage improvement planning, team structures, annual calendar demands and financial planning • Secure understanding of the requirements of the National Curriculum • Understanding and experience of the characteristics of an outstanding learning environment • Secure knowledge of statutory requirements relating to the curriculum and assessment • Knowledge, experience and passion of a range of successful teaching and learning strategies to meet the needs of all students 	
<p>Accountability</p>	<ul style="list-style-type: none"> • Thorough understanding of the required accountability of a Headteacher in a school • Understanding and knowledge of effective budget planning and resource deployment • Experience of presenting reports to governors 	

<p>Skills, Qualities and Abilities</p>	<ul style="list-style-type: none"> • Exemplary written and oral communication and interpersonal skills, involving an empathy with students, staff and parents • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively 	
	<ul style="list-style-type: none"> • Strong communication skills with all stakeholders • Excellent interpersonal skills to align stakeholders with the school's ambitious targets • Reflective, resilient, and adaptable leadership which inspires and motivates others to bring significant improvement • Cultivates respect, tolerance, dignity and challenge with the leadership team to improve school performance outcomes 	
<p>Professional Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Expertise in developing a broad, inclusive curriculum, SEF, SIP, evaluations and curriculum maps • Knowledge of national policies, curriculum, assessment frameworks, SATs, SEF, SIP, subject planning and statutory reports • Experience in multi-agency working for supporting vulnerable children • Expertise in child protection, policy development and case management 	<ul style="list-style-type: none"> • Understanding of academy partnerships and development opportunities, partnership outlines and academy plans

	<ul style="list-style-type: none"> • Strong financial management skills within school setting • Skilled in setting high behaviour and inclusion standards • Improvement planning and developing team structures • Analyses performance to plan professional development for staff training plans • Understands curriculum drivers and national developments to enhance standards e.g. Reading framework and PSHRE development 	
<p>Developing an Excellent Pupil Offer</p>	<ul style="list-style-type: none"> • Ambitious expectations for pupils with SEND, aligned with school vision, SEF, SIP, curriculum plans and pupil data • Cultivates and evaluates practices that support effective learning and attendance • Provides strong curricular leadership, fostering professional networks for subject leaders • Commitment to enriching curriculum via sports, arts, and cultural opportunities • Extends the core offer, wraparound care, holiday provision and sporting clubs for the community 	
<p>References</p>	<ul style="list-style-type: none"> • Positive recommendations in professional references without reservation 	