

**Mrs Helen Lynch**  
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(Headteachers)  
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**Hereford Road**  
**Leominster**  
**Herefordshire**  
**HR6 8JU**

Post title: Deputy Headteacher  
School: Leominster Primary School  
Pay range: L12 – 16  
Line Manager: The Headteacher and Governing body  
Supervisory responsibilities: Teachers, Support staff

This person specification sets out the many and varied qualities which we are looking for in a Deputy Headteacher. Please ensure when completing your application form that you address the relevant criteria as indicated below. Any evidence should include your role, the actions and decisions that you took and the outcome or impact of your involvement.

Minimum Essential Requirements		Form of Assessment
Qualifications and experience	1. Qualified teacher status 2. Recent experience of working successfully as a senior leader in a primary school and turning policies into effective and successful practice.	Application form Application form
	3. Evidence of recent continuing professional development	Application form
	4. At least 5 years' experience in the primary sector	Application form
Shaping the future	5. Evidence of leading whole school improvement initiatives that have had impact on pupil attainment and enhanced standards in teaching and learning. 6. Knowledge and understanding of the current national education agenda. 7. Evidence of developing and reviewing whole school systems to ensure robust evaluation of school performance and actions to secure improvement.	Application form and interview Application form and interview Application form and interview
Teaching and Learning	8. A clear understanding of what makes good and outstanding teaching and the ability to lead colleagues to improve their practice in order to secure good teaching and learning across the school 9. The ability to analyse data, to evaluate the performance of pupil groups, pupil progress and plan appropriate course of action for whole school improvement.	Application form and interview Application form and interview

Minimum Essential Requirements		Form of Assessment
Teaching and Learning	10. Demonstrate high quality teaching strategies	Application form and interview
	11. Understanding what makes a high-quality learning environment and being able to communicate this to colleagues to improve learning across the school.	Application form and interview
	12. Involvement in curriculum leadership and monitoring	Application form
	13. Evidence of implementing effective strategies which improve attendance, punctuality and behaviour.	Application form
	14. Evidence of managing a broad and balanced curriculum and developing curriculum enrichment.	Application form and interview
Developing self and working with others	15. Experience of developing and delivering effective and inspirational professional development for staff (including mentoring and coaching)	Application form
	16. Evidence of having high expectations of staff, the ability to evaluate their performance and to tackle any underperformance robustly.	Application form and interview
Managing the organisation	17. An understanding of the way in which appropriate structures and systems support decision making to ensure delivery of the School Improvement Plan (SIP)	Application form and interview
	18. Having worked closely and in partnership with governors	Application
	19. Ability to promote the school's vision and ethos to all stakeholders.	Application form
	20. Demonstrate an understanding of safeguarding requirements and proven experience of effectively implementing safeguarding procedures for children and staff.	Application form and interview
	21. Proven experience of ensuring that the school is fully inclusive and provides equal opportunities for all, including the effective use of Pupil Premium funding.	Application form and interview
	22. Demonstrate an understanding of how to develop pupil voice within the school.	Application form and interview
	23. Should have experience of overseeing all risk assessments for all educational visit and act as EVC alongside the Head Teacher	
Securing accountability	24. Set high personal goals and standards and lead by example.	Application form and interview
	25. Experience of leading whole school performance management systems and evidence of using these to support staff	Application form

	to improve standards of teaching and learning.	
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Strengthening community	26. Evidence of encouraging parents and carers involvement in all aspects of school life and in particular to support the child's learning at home.	Application form
	27. Experience of working with other schools and agencies to drive change and share best practice.	Application form and interview
Interpersonal skills	28. Excellent, effective communication skills including use of ICT.	Application form and interview
	29. Ability to adapt to changing circumstances and ideas with energy and enthusiasm	Application form and interview
	30. Ability to plan time and organise self and others to work effectively.	Application form and interview
	31. Ability to work flexibly and under pressure with integrity.	Interview
	32. Ability to communicate clearly and concisely with a range of audiences	Interview
	33. Ability to deal with difficult conversations and conflict effectively at every level.	Application form and interview
	34. Ability to relate positively to and show respect to all members of the school and wider community.	Interview
	35. Ability to think creatively and imaginatively to solve problems and identify opportunities.	Application form and interview
	36. Ability to build and sustain effective relationships with all stakeholders	Application form
Other	37. Contribution to the extra-curricular life of the school	Application form
	38. Commitment to equality and diversity	Application form
	39. Knowledge of current educational challenges	Application form

Desirable Requirements		Form of Assessment
Qualifications and experience	1. Evidence or willingness to work towards NPQH or something similar	Application form
	2. Evidence of further study.	Application form
3. Experience of having worked in a school with high numbers of pupil premium pupils and pupils with SEND		Application form