



RAVENSWOOD

PRIMARY SCHOOL

Person Specification – Deputy Headteacher

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Evidence of being an outstanding teacher
2	Successful leadership experience in a primary school
3	Thorough understanding of the National Curriculum and assessment requirements across EYFS, KS1 and KS2
4	Experience of planning, leading and monitoring the impact of a subject area across the primary age range
5	Experience of creating, monitoring and evaluating a school development plan
6	Experience of analysing data to identify gaps in pupil achievement
7	Evidence of using effective strategies to raise standards and close gaps in pupil achievement
8	Experience of monitoring, managing and improving the performance of staff
9	Experience of using ICT effectively and efficiently to manage pupil data
10	A proven hard worker who can prioritise, achieve deadlines and where necessary, delegate effectively
11	Evidence of working with parents and stakeholders to promote the ethos of the school
12	The implementation of equal opportunities practice.
13	Evidence of continuing professional development

Desirable

1	Completed or working towards one of the National Professional Qualifications and/or management/postgraduate qualification
2	Completed DSL training
3	Experience of teaching in at least two primary schools



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Part B: Assessment Stage

Items 1 - 8 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Outstanding primary practitioner with high expectations.
2	Excellent communication skills and the ability to communicate effectively with a variety of audiences
3	A team player who can manage time effectively
4	Excellent interaction with pupils, staff and governors
5	Energy, enthusiasm and the ability to work under pressure
6	An innovative and creative thinker
7	Excellent interpersonal skills, including the ability to inspire people to work towards common goals
8	Develops good relationships of respect, trust and professional regard and creates capacity in others
9	Be aware of current legislation, policies and guidance on the safeguarding of learners and the promotion of their well-being.

Desirable

1	Other interests / expertise that would add to the extra-curricular life of the school and benefit learners.
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Teaching Observation	Yes
Book scrutiny and data analysis	Yes	Short assembly to a group of pupils	Yes
Structured discussion with staff	Yes		



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Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate from the Disclosure Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 check
4	Qualified teacher Status
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Medical clearance
7	A good attendance record