



THE JOHN COLET SCHOOL

PERSON SPECIFICATION

POST: Deputy Headteacher

GRADE: Leadership Scale L20-24

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Members of staff indicated on school management structure

Qualifications and training	<p>Qualified teacher status (E)</p> <p>Degree (E)</p> <p>Up-to-date inservice training in subject and whole school issues (E)</p> <p>Additional qualifications relevant to the post (D)</p>
Experience	<p>Successful senior leadership and management experience in a school for at least two years (E)</p> <p>Involvement in the professional development of staff (E)</p> <p>Demonstrable experience of successful line management (E)</p> <p>Experience of successfully leading and managing change (E)</p> <p>Experience of behaviour management and the management of a large pastoral team (E)</p> <p>Experience of dealing with complicated and emotive issues (E)</p> <p>Experience of dealing with a range of outside agencies (E)</p> <p>Excellent communication skills with stakeholders (E)</p> <p>Experience as a Designated or Deputy Designated Safeguarding Lead (D)</p> <p>Experience of working in more than one school (D)</p> <p>Experience of working with governors (D)</p> <p>Teaching experience of at least five years (E)</p> <p>Experience of involvement in school self-evaluation and development planning (E)</p>
Skills and knowledge	<p>A clear understanding of the issues young people often face and ways of helping them (E)</p> <p>Understanding of specific issues surrounding more vulnerable students and how to lead them to successful outcomes (E)</p> <p>Clear commitment to the safeguarding of students (E)</p> <p>Excellent administration, organisation and management skills (E)</p> <p>Ability to motivate and coach members of staff to perform to the best of their ability (E)</p> <p>Data analysis skills, and the ability to use data to set targets and identify weaknesses (E)</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve (E)</p> <p>Effective communication and interpersonal skills (E)</p>

	Excellent information technology skills (D)
Personal qualities	<p>An excellent classroom practitioner (E)</p> <p>A commitment to getting the best outcomes for all students and promoting the ethos and values of the school (E)</p> <p>Ability to work under pressure and prioritise effectively (E)</p> <p>Commitment to maintaining confidentiality at all times (E)</p> <p>An excellent role model: reliable, honest and trustworthy, demonstrating the highest professional standards (E)</p> <p>A problem solver with a 'can do' attitude (E)</p> <p>A good sense of humour (E)</p>