

## Deputy Headteacher

### Person Specification

#### QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT

- ✚ Qualified teacher status
- ✚ A record of continuous professional development that includes training in leadership and management
- ✚ Experience of supporting training and helping to co-ordinate the professional development of colleagues

#### EXPERIENCE

Evidence of leadership and management in specific key stages and of a whole school aspect

(Evidence of experience in more than one school or learning environment would be welcome)

#### LEADERSHIP AND MANAGEMENT

- ✚ To have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others
- ✚ To provide evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies
- ✚ To have a good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school
- ✚ Have the ability to access and analyse relevant data and to use this information to set priorities and determine school action
- ✚ Knowledge of statutory requirements and other relevant legislation relating to school leadership and management
- ✚ An ability to assist in the management of a school budget effectively matching resources to school needs and priorities

#### TEACHING AND LEARNING

- ✚ Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about
- ✚ To have a good understanding of how assessment strategies are used to inform teaching and learning in order to help pupils make progress
- ✚ The ability to support the development of the school site that ensure the health and safety of staff and pupils, and which presents a stimulating and attractive learning environment for pupils
- ✚ A clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements, and which is well adapted and resourced to meet the needs of all pupils

### **ADDITIONAL SKILLS AND ABILITIES**

- ✚ Suitable for work with children and young people
- ✚ The ability to relate positively to the Headteacher, the pupils, colleagues, parents, governors and others who contribute to the work of the school
- ✚ The communication skills needed to provide clear and accurate information and well-informed advice
- ✚ The ability to organise and manage work effectively, i.e., being able to prioritise and organise tasks, make decisions, support and delegate when appropriate
- ✚ To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues

### **WRITTEN APPLICATION**

- ✚ Evidence of clear thinking about the role of Deputy Headteacher, educational philosophy and presentation of experience to meet the requirements of the post

### **REFERENCES**

- ✚ Excellent and unequivocal

### **HEALTH AND ATTENDANCE**

- ✚ Good health record and consistent attendance

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.