



Person Specification for the post of Deputy Headteacher (Behaviour and Attitude)

Introduction

This person specification is intended to assist both candidates and Trustees in the appointment process.

The Board of Trustees recognise the importance of the role of the Deputy Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate. Further, specific opportunities will be made available to help prepare and develop the successful candidate towards headship.

Training and Qualifications:

	Essential	Desirable	Source
Qualified Teacher Status (QTS)	✓		AF
Degree	✓		AF
Higher Degree		✓	AF
Post-entry qualification		✓	AF
Registered and participating in the National Professional Qualification for Headship (NPQH)		✓	AF
Completed the National Professional Qualification for Headship (NPQH) or at least started the process		✓	AF
Recent participation in a range of relevant CPD, especially in school leadership and management	✓		AF

Experience of successful teaching and school management:

	Essential	Desirable	Source
Successful leadership at Key Stage or subject level	✓		AF/I
Experience in more than one Key Stage	✓		AF
Experience in more than one school	✓		AF
Minimum four years Teaching Experience	✓		AF
Experience of leading a significant curriculum development to implementation	✓		AF/I
Experience of leading INSET activities	✓		AF/I

Professional Knowledge, Qualities and Abilities:

Knowledge

Applicants should be able to demonstrate a good knowledge of the following areas:

	Essential	Desirable	Source
Strategic planning processes	✓		AF/I
Leading change, creativity and innovation	✓		AF/I
An intelligent grasp of the use pupil performance analysis to ensure successful and timely interventions	✓		AF/I
Strategies for raising achievement and achieving excellence	✓		AF/I
Principles of effective teaching and assessment for learning	✓		AF/I
Strategies for ensuring inclusion, diversity and access	✓		AF/I
School self evaluation	✓		AF/I
The significance of adult learning and models of continuing professional development (CPD)		✓	AF/I
The relationship between managing performance, CPD and sustained school improvement		✓	AF/I
Understanding of the conduct of performance management	✓		AF/I
The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.	✓		AF
Current issues and future trends that impact on the school community	✓		AF/I
Models of school, home, community and business partnerships		✓	AF/I
The work of other agencies and opportunities for collaboration		✓	AF/I
Strategies which encourage parents and carers to support their children's learning	✓		AF/I
Knowledge of the role of the Trustees in an Academy Trust		✓	AF/I

Personal Qualities and Abilities:

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post to:

	Essential	Desirable	Source
Inspire, challenge, motivate and empower others to carry the vision forward	✓		AF/I
Model the values and vision of the school	✓		I
Demonstrate personal enthusiasm for and commitment to the learning process	✓		I
Have a strong sense of cabinet responsibility	✓		I
Ability to communicate effectively in writing and orally to a range of audiences	✓		AF/I
Flexible and approachable yet resilient under pressure	✓		AF/I
Demonstrate the principles and practice of effective teaching and learning	✓		AF/I
Access, analyse and interpret information	✓		AF/I
Collect and use a rich set of data to understand the strengths and weaknesses of the school	✓		AF/I
Combine the outcomes of regular school self-review with external evaluations in order to develop the school		✓	AF/I
Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement		✓	AF/I
Acknowledge excellence and challenge poor performance across the school in specific subject areas	✓		AF/I
Foster an open, fair, equitable culture and manage conflict	✓		AF/I
Develop, empower and sustain individuals and teams	✓		AF/I
Challenge, influence and motivate others to attain high goals	✓		AF/I
Give and receive effective feedback and act to improve personal performance	✓		I
Commitment to equality of opportunity	✓		I
Accept support from others including colleagues, Trustee and the LA	✓		I
Prioritise, plan and organise themselves and others	✓		AF/I
Think creatively to anticipate and solve problems	✓		I
Ability to see the big picture and have an eye for detail	✓		AF/I
A sense of proportion (including a life out of school!)	✓		I