



Person Specification

This person specification is based on the attached job description and details the essential and desirable criteria required for the post of Deputy Headteacher at Northenden Community School.

Qualifications & Training

Essential

- Qualified Teacher Status (QTS) and a degree
- Recent, significant, and successful experience as a leader
- Evidence of recent and relevant professional development in school leadership and management
- Knowledge of current legislation and best practices related to safeguarding, inclusion and education

Desirable

- Designated Safeguarding Lead (DSL) training and a commitment to maintaining this expertise
- A relevant leadership qualification, such as the National Professional Qualification for Senior Leadership (NPQSL)
- Further post-graduate study

Professional Knowledge & Experience

Essential

- Outstanding classroom practice working with children aged between 3-11 years old
- A commitment to high expectations of all pupil's achievements and opportunities
- A secure and up-to-date understanding of the National Curriculum, Phonics, Early Years Foundation Stage (EYFS) framework, and all national assessment and reporting requirements
- Proven experience in successfully leading and managing whole-school initiatives that have improved pupil outcomes

- Experience with curriculum development, including its sequencing, delivery, and evaluation
- Expertise in using data analysis to monitor pupil progress, identify areas for improvement and report on performance to stakeholders
- A strong understanding of effective teaching pedagogy and the ability to lead by example, providing high-quality classroom teaching
- Involvement in school self-evaluation and development planning, including a strong understanding of quality assurance and monitoring processes
- Experience in staff performance management, including coaching, mentoring, and conducting appraisals
- The ability to devise, implement, and monitor the effectiveness of school-wide policies
- A secure and current understanding of relevant legislation and guidance in relation to Safeguarding, SEND, Health and Safety, British Values, Inclusion, and Equal Opportunities

Desirable

- Experience in managing school operations, including HR processes, staff deployment, and managing school resources
- Experience leading or managing specific pupil groups, such as those with special educational needs and disabilities (SEND), English as an Additional Language (EAL) learners and Pupil Premium pupils
- Experience as an Educational Visits Coordinator
- Experience in developing and implementing strategies to improve school attendance

Skills & Abilities

Essential

- Leadership and Management: The ability to lead, motivate, and manage staff and pupils with a clear, ambitious vision.
- Excellent organisational skills and a strategic mindset to plan for the future
- Outstanding verbal and written communication skills to effectively report to stakeholders, lead meetings and build strong relationships with parents, staff, pupils and external agencies
- The ability to work collaboratively with a diverse range of people, demonstrating empathy, resilience and a commitment to inclusion, alongside a proven ability to effectively mediate and manage conflict among staff, pupils and parents
- The ability to generate creative and effective solutions to educational challenges and lead innovative practice
- The ability to analyse data to inform decision-making, evaluate school performance and develop targeted strategies for improvement

- The ability to translate strategic goals into actionable plans and monitor their impact

Personal Attributes

Essential

- A strong moral compass with an unwavering commitment to the well-being and safeguarding of pupils
- The capacity to take full responsibility for the school in the absence of the Headteacher, demonstrating proactivity and a problem-solving mindset
- A passionate belief in the potential of every pupil and a relentless drive to secure the best possible outcomes for all
- A reflective practitioner who is committed to their own professional growth and the development of others
- High levels of professionalism and confidentiality in all aspects of the role, alongside excellent organisational skills and the ability to use own initiative
- A track record of being highly committed, conscientious, and hard-working, demonstrating a strong work ethic in all professional duties
- A commitment to promoting an inclusive school community where every pupil feels valued and supported
- A desire to forge positive partnerships with the school community and beyond.

Confidential References & Reports

Essential

- Positive recommendations from all referees, including the current employer
- An excellent record of attendance and punctuality

The applicant will be required to safeguard and promote the welfare of children and young people

Additional clarification of requirements of the post include:

Safeguarding

Displays a commitment to the protection and safeguarding of children and young people. Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

Promoting Equality and Diversity

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage. Listen to contributions made to service development without prejudice.

Care

Listen and respond to children's needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children.

Developing Self and Others

Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Strives for improvement and take responsibility for own development. Be self confident and lead by example.