



Person Specification – Deputy Headteacher

Key:

App: Application form.

SP: Selection process. This could include a range of exercises, including an interview.

You should show clearly in your application how your knowledge, experience and skills are relevant to the requirements of the post.

Leadership & Management

Essential knowledge, experience, and skills (App/SP):

- Ability to build effective relationships with staff, parents, governors and other agencies
- Ability to line manage staff
- Ability to use HR policies and procedures
- Ability to make and implement difficult decisions

Shaping the Future

Essential knowledge, experience, and skills (App/SP):

- Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact
- Works with and motivates teams and individuals to implement changes across the school

Leading Teaching and Learning

Essential knowledge, experience, and skills (App/SP):

- Being a good role model in all teaching standards
- Knowledge of how to use data to monitor pupil progress
- Knowledge of assessment tools to monitor teaching and learning
- Ability to identify effective interventions to ensure pupils maintain good progress
- Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback

Developing Staff and working with others

Essential knowledge, experience, and skills (App/SP):

- Regularly reviews own practice and continually participates in quality CPD
- Uses CPD to motivate, enthuse and develop staff
- Ability to plan and allocate work effectively
- Ability to coach and mentor staff
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Managing the Organisation

Essential knowledge, experience, and skills (App/SP):

- Recruits, retains and manages a range of school staff

Desirable knowledge, experience, and skills (App/SP):

- Implements changes to staffing structures
- Manages the school's environment in line with health and safety regulations

Securing Accountability

Essential knowledge, experience, and skills (App/SP):

- Holds people to account for what they have agreed to deliver

Desirable knowledge, experience, and skills:

- Works effectively with the governing body to fulfil statutory duties
- Provides performance data to parents, governors and school improvement officers

Strengthening the Community

Essential knowledge, experience, and skills (App/SP):

- Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils
- Works with parents and carers to improve pupil achievement

Desirable knowledge, experience, and skills:

- Promotes the school

Safeguarding/Child Protection

Essential knowledge, experience, and skills (App/SP):

- Is aware and able to manage effective Safeguarding/Child Protection policies and procedures
- Ability to deal with sensitive issues in a supportive and effective manner

Qualifications and training (App/SP).

Essential:

- Qualified Teacher Status or other educational qualification.
- A degree or management qualification.

Desirable:

- NPQH
- NPQSL / NCSL Leading from the middle (or another NCSL leadership programme)

Personal qualities and attributes (SP).

Essential:

- Moral purpose (equality, children and adults treated with respect).
- Excellent communicator (listening, putting a message across).
- Child centred.
- Resilient.
- Integrity.
- Self-motivated and able to motivate others.
- Enjoys challenge.
- Works to deadlines.
- Enthusiastic and optimistic.
- Excellent problem solving/analytical skills.
- Self-Awareness (knowledge of strengths and areas of developments).