



PERSON SPECIFICATION

Job Title	Deputy Headteacher
Department / Group	Senior Leadership
Reporting	Headteacher

The successful applicant will demonstrate the following experience, skills and characteristics:	Essential / Desirable
Experience	
• Experience of working effectively within a team and playing a motivating role	E
• To have experience in a culturally diverse secondary school	D
• To have experience of teaching interventions and evaluating effectiveness	E
• To have experience of taking a lead role in the departmental initiatives	D
• To show an understanding of a range of teaching and learning strategies	D
• Previous experience of working in a school or other academic environment	D
• You have a demonstrated commitment to your own education and training and continuing professional development	E
• Substantial experience as an Assistant Headteacher or higher in a secondary school setting	D
• Demonstrates the ability to work strategically and successfully at Senior Leadership Level	E
• Successful teaching of a high standard	D
• An outstanding teacher with evidence and varied experience of implementing strategies that improve the quality of Teaching and Learning, successfully challenging underperformance	E
• Experience of leading training and other staff development activities, including performance management	E
• Experience of working successfully with other educational providers and partners	D
• To demonstrate strategic thinking and have experience in school self-evaluation and development planning, including the effective use of data	E
• To keep up to date with developments in Education and have a good knowledge of education theory and the statutory and legal framework within which school operates	D
• Build and maintain quality relationships through interpersonal skills and effective communication with all stakeholders including external.	D
Education and Qualifications	
• To have Qualified Teacher Status (QTS) or equivalent	E
• Evidence of training and relevant qualification in educational and school leadership management	D
• A good standard of general education including GCSE Maths and English	E



<ul style="list-style-type: none"> To have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others 	E
Knowledge / Skills	
<ul style="list-style-type: none"> To have taken an active involvement in school self-evaluation and development planning 	D
<ul style="list-style-type: none"> Knowledge and understanding of strategic financial planning, budgetary management, and the management of resources in relation to their contribution to child achievement 	D
<ul style="list-style-type: none"> To have had responsibility for policy development and implementation 	D
<ul style="list-style-type: none"> To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies 	E
<ul style="list-style-type: none"> Excellent communication skills (both oral and in writing) – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others 	E
<ul style="list-style-type: none"> To have high level personal ICT skills and the ability to use these effectively in a range of situations 	D
<ul style="list-style-type: none"> To be able to produce timely and accurate reports for a range of stakeholders 	D
<ul style="list-style-type: none"> The ability to prioritise own time, work under pressure and meet deadlines 	E
<ul style="list-style-type: none"> To work efficiently in a fast-paced, changing environment 	D
<ul style="list-style-type: none"> To be able to be self-motivated and work on own initiative but equally work collaboratively 	D
<ul style="list-style-type: none"> To be highly organised, to plan and prioritise effectively 	E
Personal Characteristics	
<ul style="list-style-type: none"> To be able to demonstrate reliability, consistency, flexibility, resilience and adaptability 	E
<ul style="list-style-type: none"> To be able to make sound decisions and identify and solve problems based on thorough analysis and judgement 	E
<ul style="list-style-type: none"> To be able to implement change management effectively and efficiently 	E
<ul style="list-style-type: none"> To have evidence of the ability to delegate, plan and to manage time effectively 	E
<ul style="list-style-type: none"> Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment 	E
<ul style="list-style-type: none"> A strong commitment to inclusion and overcoming barriers to learning and achievement 	E
<ul style="list-style-type: none"> Shows initiative, is proactive, makes decisions, but also understands when to consult, seek advice and be responsive to feedback, and demonstrates accountability 	E
<ul style="list-style-type: none"> Positive, constructive approach, high work output sustained over time, resilient and achievement orientated 	E
<ul style="list-style-type: none"> Leads by example, high profile, demonstrates integrity and values in action 	D
<ul style="list-style-type: none"> Inspire, challenge, motivate and empower teams and individuals to achieve high goals 	E
<ul style="list-style-type: none"> Think analytically and creatively and demonstrate initiative in solving problems 	E
<ul style="list-style-type: none"> Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others 	D
<ul style="list-style-type: none"> Excellent communication and interpersonal skills to a wide range of audiences 	E



• The ability to build and sustain positive working relationships with staff, students, governors and parents/carers	E
• To be able to work effectively in partnerships with other schools/academies	E
• To be highly organised	E
• You are punctual, flexible, reliable, and well organised with good time management skills	E
• You have an awareness of and a commitment to equal opportunities	E
• You have a commitment to safeguarding & promoting the welfare of children, young people and adults	E
• You have an awareness and adherence to relevant health & safety regulations and policies	E
• Able to work as part of a team and independently, as required, recognising and accepting line management	E

Applicants who fail to adequately address relevant essential criteria in their application form and supporting statement will not be considered.

ADDITIONAL INFORMATION

Safeguarding and Equalities

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Barring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Recruitment

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks