



Person Specification for the role of Deputy Headteacher

At each stage of the recruitment process selection decisions will be based on the criteria below. An assessment will be made by the recruitment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the position.

Candidates failing to meet any of the ESSENTIAL criteria will automatically be excluded at any stage of the process.

The recruitment panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. The assessment tools include the covering letter and application form (A), information gathered during the interview process (I) and references (R).

QUALIFICATIONS

	Essential	Desirable	Source
Qualified Teacher Status	E		A
Degree 2:1		D	A
Holder of or working towards NPQ	E		A

PROFESSIONAL DEVELOPMENT

	Essential	Desirable	Source
Evidence of leadership and management development	E		A/R
Up to date safeguarding training and knowledge of legislation for the protection of children	E		A/R

SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE

	Essential	Desirable	Source
Evidence of a minimum of 3 years middle leadership experience and 7 years teaching	E		A/R
Experience of leading one or more Key Stages within a primary school	E		A/R

Evidence of direct involvement in whole school self evaluation & school improvement strategies	E		A/I
Successful experience of leading one or more curriculum areas	E		A
To have led whole school initiatives	E		I
Experience of working effectively within staff teams	E		I
Experience of line management of staff	E		A/R
To have had responsibility for policy development and implementation	E		A/I
To have had experience of and the ability to support other staff with their professional development & appraisal	E		I
Work positively with parents/carers and maintain good relationships	E		A
To demonstrate an awareness of current national education policy	E		I
Understanding of school finances and financial management		D	A
Understanding of the important role of governance	E		I

TEACHING KNOWLEDGE AND EXPERIENCE

	Essential	Desirable	Source
Proven excellence in teaching pupils within the primary phase	E		A/R
To have a working & current knowledge and understanding of all 3 Key Stages in the primary phase	E		A
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement, set targets and identify weaknesses	E		I
A proven commitment to ensuring equality and inclusion	E		A
A deep understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils	E		A

PROFESSIONAL ATTRIBUTES

	Essential	Desirable	Source
Ability to deal effectively and positively with a range of pupil behaviours	E		I
An ability to communicate effectively, both orally and in writing, with a range of audiences	E		I
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E		I
A demonstrable commitment to professional development for self and other	E		A
A desire to further develop as a primary leader	E		I
Ability to support and develop the vision of the school	E		I
Ability to motivate adults and children	E		I
Show an excellent commitment to sustained attendance at work	E		R

PERSONAL QUALITIES

	Essential	Desirable	Source
Approachable, caring and kind	E		R
Dedicated to achieving the very best outcomes for all children	E		R
Excellent interpersonal skills	E		I/R
Possesses a strong set of values & beliefs and shows awareness of how these align with our school values	E		I
Be committed to working with a high level of integrity and professionalism	E		R
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E		I
The ability to perform effectively under pressure	E		I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E		A/R
Demonstrate personal and professional resilience and flexibility	E		R

Willingness to contribute to the extra-curricular life of the school	E		A
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SAFEGUARDING

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children	E		I
The ability to form and maintain appropriate relationships and personal boundaries with children	E		R
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children	E		I
Will co-operate and work with relevant agencies to protect children	E		I

PROFESSIONAL SKILLS

Each candidate will be expected to demonstrate knowledge and understanding of the Headteacher Standards (2020) which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this can be applied at Springfield Primary School.

CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R