



# St Robert Southwell Catholic Primary School

*Aiming For Excellence - Being The Best We Can Be*

## Deputy Headteacher Person Specification

### with Responsibility for Assessment and Information Technology

Skills and experience	Essential / Desirable
<b>Qualifications and Professional Development</b>	
<ul style="list-style-type: none"><li>Qualified Teacher status.</li><li>Evidence of continuing professional development especially relating to school leadership and management, curriculum, and teaching and learning</li><li>Successful leadership experience</li><li>Experience of working with other schools, organisations or agencies</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>D</div>
<b>Experience</b>	
<ul style="list-style-type: none"><li>Successful experience in a leadership role</li><li>Experience of teaching the whole primary age range</li><li>Evidence of leadership impact on a whole-school project</li><li>Experience of leading one or more subject areas</li><li>Experience of working with children with AEN and/or EAL</li><li>Experience of working alongside other teachers in the development of teaching and learning</li><li>Experience of setting targets and monitoring, evaluating and recording progress</li><li>Experience of leading a team of teachers on a curriculum initiative</li><li>Experience of training other teachers</li></ul>	<div>E</div> <div>D</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>D</div> <div>D</div>
<b>Knowledge and understanding</b>	
<ul style="list-style-type: none"><li>A secure understanding of the requirements of the National Curriculum and inclusion</li><li>An understanding of the factors promoting effective transfer of learners from one phase of education to the next</li><li>A thorough knowledge and understanding of the principles behind school improvement including, school improvement planning, monitoring, review and evaluation of progress</li><li>A knowledge of the role The Governing Body</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>D</div>
<b>Skills</b>	
<ul style="list-style-type: none"><li>Ability to support, develop and maintain good practice across the teaching team through the modelling of good practice and coaching</li><li>Ability to effectively interpret and analyse data with regard to attainment and progress identifying areas for development and strategically planning for improvement</li><li>Excellent written and verbal communication for a variety of audiences, including children, parents, staff, governors and other professionals</li><li>Good presentation skills with the ability to enthuse and motivate others</li><li>Confident in the use of information technology for administrative tasks and curriculum use</li><li>Ability to work effectively as part of the school leadership team</li><li>Ability to maintain good order and discipline and to share in the corporate responsibility for all pupils, whether on the school premises or during authorised activities elsewhere.</li><li>Good influencing and negotiation skills</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>D</div>
<b>Personal characteristics</b>	
<ul style="list-style-type: none"><li>Ability to think strategically, creatively and to prioritise</li><li>Willingness to share expertise, skills and knowledge</li><li>Sensitive to the aspirations, needs and self-esteem of others</li><li>Committed to team working</li><li>Resilience, the ability to work under pressure and be able to meet deadlines</li><li>Willingness to address challenging issues with clarity of purpose and diplomacy</li><li>Committed to equal opportunities and its practical application across the full range of the school's activities</li><li>Committed to safeguarding and promoting the welfare of children and expecting all staff to share this commitment</li><li>Flexible and approachable with a good sense of humour</li><li>A solution focussed mindset and determined 'no excuses' approach to raising standards</li><li>Loyalty and ability to respect confidentiality</li><li>Preparedness to attend national and regional venues for meetings and training sessions</li></ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>D</div>



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