



The Chase
A SCHOOL OF EXCELLENCE

Person Specification

Job Title: Deputy Headteacher

Salary: Leadership L22 – L26

Line Manager: Headteacher

Essential and Desirable Qualities		Criteria			Essential	Desirable
		Application Form	References	Interview		
Experience	At least 3 years successful leadership and management experience in a school, preferably as an assistant head.	✓			●	
	Involvement in school self-evaluation and development planning	✓		✓	●	
	Demonstrable experience of successful line management and staff development	✓		✓	●	
	Evidence of working in a team to lead improvement			✓	●	
	Evidence of contributing to the development and implementation for strategies for raising achievement for students.	✓		✓	●	

Qualifications	Qualified teacher status	✓			●	
	Degree	✓			●	
	Holding, working towards or willing to undertake NPQ	✓				●
	Evidence of recent wider professional development	✓			●	
Skills and Knowledge	Knowledge of effective strategies for developing and maintaining high standards of attainment, behaviour or attendance			✓	●	
	Data analysis skills, and the ability to use data to set targets and identify and address weaknesses			✓	●	
	Understanding of high-quality teaching, and the ability to model this for others and support others to improve			✓	●	
	Understanding of school finances and financial management			✓		●
	Effective communication skills to reach a wide range of audiences orally and in writing			✓	●	
	Ability to communicate a vision and inspire others			✓	●	

	Ability to build effective working relationships with staff through effective support and challenge.	✓	✓		●	
	Knows and understands how to build and maintain an effective professional team	✓	✓	✓	●	
	Knowledge and experience of timetabling or a willingness to learn	✓				●
	Knowledge of current educational issues facing schools			✓		●
	A practical desire to involve parents and the community as fully as possible in the life of the school			✓	●	
Personal and Professional Qualities and Attributes	A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	✓	✓		●	
	Ability to work under pressure and prioritise effectively		✓	✓	●	
	Commitment to always maintaining confidentiality		✓	✓	●	
	Commitment to safeguarding and equality		✓	✓	●	
	Able to ensure that personal beliefs are not expressed in ways that exploit the position.		✓	✓	●	

	An ability to deal with day-to-day issues and shifting priorities whilst maintaining focus on longer term strategy and goals.		✓	✓	●	
	Regular and punctual attendance		✓		●	
	Seek and act on feedback from others including the headteacher and other colleagues		✓		●	
	Inspire, motivate and empower staff, students and parents.		✓		●	
Other	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people	✓			●	
	Has not engaged in any activity that has led to disciplinary measures being taken against them	✓			●	
	Is able and willing to make a positive contribution to the wider life and ethos of the school		✓	✓	●	