



Trowell Church of England Primary School – Appointment of a Deputy Headteacher Person Specification

A = application form/ letter: I = interview process: R = reference

CATEGORY		EVIDENCE
QUALIFICATIONS		
Qualified Teacher Status	E	A
Recent CPD relevant to the post	E	A
Other professional qualifications	D	A
EXPERIENCE		
At least 5 years successful teaching experience in the primary age range	E	A
Substantial knowledge and understanding of teaching and learning at Key Stage 1 or 2	E	A
Experience in more than one school	D	A
Some managerial/ leadership/subject co-ordination experience in primary phase schools	D	AR
Previous experience of leading English	D	A
Experience of contributing to school accountability	D	L
Experience of working with and involving governors	D	L
PROFESSIONAL KNOWLEDGE & UNDERSTANDING		
<ul style="list-style-type: none"> Up to date specific knowledge of the primary curriculum Wide knowledge of effective teaching methods and strategies Up to date knowledge and understanding of the current national education agenda Some understanding of school improvement strategies Knowledge of equal opportunities and commitment to their pursuit 	E	A/R/I
PROFESSIONAL COMPETENCIES		
<ul style="list-style-type: none"> The ability to think strategically and plan for the future The ability to drive and manage change efficiently The ability to maintain and work within policies and procedures A competent user of IT A commitment to setting high expectations and the ability to challenge underperformance A commitment to ensuring inclusion, addressing diversity and access The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately Good communication skills: - The ability to present orally with clarity and authority The ability to write effectively The ability to take clear decisions The ability to collaborate and network with others beyond the school in order to build and maintain a learning community 	E	A/R/I
SAFEGUARDING		
<ul style="list-style-type: none"> Evidence of up to date safeguarding training 	E	A

• Knowledge of the deputy head teacher's responsibilities in managing safeguarding matters	D	I
• An understanding of the school's role in keeping pupils and staff safe	E	A/I
• An enhanced DBS check (if not already employed by the local authority)	E	Post Appointment
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> To present professionally The ability to command credibility and respect To be adaptable and resilient To be efficient and able to complete tasks on time 	E	I
SCHOOL ETHOS		
<ul style="list-style-type: none"> Capacity to influence others An ability & commitment to develop and maintain the Christian ethos of the school in partnership with the Headteacher To be fully supportive of the aims and ethos of a Church school Ability to support and help a vision for high quality education which promotes spiritual, moral and cultural development Work with staff to maintain a welcoming and friendly atmosphere and ensure that parents are encouraged to take an active part in the life of the school and their child's education Practising Christian 	E D	A/R/I
REFERENCES		
The candidate will have appropriate references recommending for the post	E	R
SPECIFIC REQUIREMENTS		
The ability to structure and write a convincing letter of application as requested in the letter to potential candidates	E	A
The ability to present professionally and manage tasks and an interview with confidence, authority and conviction	E	I