



## Recruitment of Deputy Headteacher

### Person Specification Deputy Headteacher

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree</li> <li>• Evidence of recent INSET</li> <li>• Safeguarding qualification and training</li> <li>• Professional development in preparation for leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• NPQ qualification e.g. or a commitment to undertake NPQH</li> <li>• Masters level qualifications</li> <li>• Commitment to further professional development</li> <li>• Coaching/mentoring qualification</li> <li>• DSL (Designated Safeguarding Lead)</li> <li>• Mental Health First Aider</li> <li>• First Aid, diabetes, teaching of swimming/NRASTC</li> </ul>
<b>Experience</b>	<p>The Deputy Headteacher should have experience of:</p> <ul style="list-style-type: none"> <li>• Safeguarding and promoting the positive welfare of every member of the school community</li> <li>• A track record of excellent classroom practice and leading innovative curriculum developments</li> <li>• Coordinating a range of curriculum subjects across the school</li> <li>• Proven experience of school leadership and management in a primary setting and having impact across the school</li> <li>• Working in partnership with parents and the community</li> <li>• Performance Management and Line management</li> <li>• Proactive use of CPD to raise teaching and learning standards</li> <li>• Leading a residential trip/development and delivery of broader and extra-curricular activities</li> </ul>	<p>In addition, the Deputy Headteacher might have experience of:</p> <ul style="list-style-type: none"> <li>• Leading teaching and learning Supporting wellbeing for pupils and staff</li> <li>• Liaising with external agencies including safeguarding partners</li> <li>• Being a member of the governing board</li> <li>• Building productive links/cooperation with other schools and organisations</li> <li>• Membership of Working Parties to support school improvement</li> <li>• Managing a section of part of the school budget</li> <li>• Experience of school inspection</li> <li>• Leading computing</li> <li>• Working in different school contexts</li> </ul>
<b>Knowledge and understanding</b>	<p>The Deputy Headteacher should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• KS2/ KS1 SATS</li> </ul>	<p>In addition, the Deputy Headteacher might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Effective use of Assessment systems eg SIMS, Target Tracker or Learning Ladders</li> <li>• Accelerated Reader</li> <li>• Bucks 11 plus</li> <li>• Classroom based research</li> </ul>



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	<ul style="list-style-type: none"> <li>the National Curriculum KS2</li> <li>Ofsted Inspection Framework</li> </ul>	<ul style="list-style-type: none"> <li>Compass for Life</li> <li>Understanding of school finances and financial management</li> </ul>
<b>Skills</b>	<p>The Deputy Headteacher will be able to:</p> <ul style="list-style-type: none"> <li>Promote the School's ethos, vision and aims</li> <li>Ability to build effective working relationships</li> <li>Communicate a vision and inspire others</li> <li>Build effective working relationships</li> <li>Establish strong interpersonal skills with pupils, staff, parents and wider community</li> <li>Show excellent written and oral communication skills</li> <li>Demonstrate confident ICT skills to promote effectiveness in leadership, management and teaching and learning</li> <li>Work independently and as part of a team</li> <li>Offer a creative and flexible approach to problem solving</li> </ul>	<p>In addition, the Deputy Headteacher Teacher might:</p> <ul style="list-style-type: none"> <li>Have skills to offer pupils as an extra-curricular club</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Commitment to gaining the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Committed to effective, collaborative and empathetic team work</li> <li>Driven, ambitious and inspires confidence and collaboration within the whole community</li> <li>Ability to build effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>A good record of health and attendance</li> <li>Promotes an appropriate work-life balance for all</li> </ul>