



Our vision is a future where we soar high, a Christian community delighting in learning and enjoyment for all. We encourage self-belief and bravery: developing the flair to be ourselves. Together, respecting and loving the world and all in it.

'To give you hope and a good future' (Jer 29:11)

**Person Specification/Selection Criteria for  
Deputy Headteacher secondment at Todmorden CE J, I & N School**

***The applicant will be required to safeguard and promote  
the welfare of children and young people***

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

**[A] Qualifications**

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Degree	E		A

**[B] Professional Development**

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of a deputy headteacher	E		A/I/R
Has successfully undertaken appropriate Child Protection training	E		A/I/R

**[C] School leadership and management experience**

	Essential	Desirable	Source
Substantial and current experience as a deputy or assistant head at a school with primary aged children	E		A/I/R
Active and effective leadership of a team / key stage/ curriculum area	E		A/I/R
Experience of working in a Church of England school		D	A
To have taken an active involvement in school self-evaluation and development planning		D	A/I/R
To have implemented and developed a whole school initiative	E		A/I/R
Highly competent in IT	E		A/I/R
Has experience of the SENDCo role		D	A/I/R
Has experience of leading a core subject		D	A/I/R
Has experience of monitoring whole school assessment		D	A/I/R

**[D] Experience and knowledge of teaching**

	Essential	Desirable	Source
Significant teaching experience across the primary phase	E		A/I/R



Our vision is a future where we soar high, a Christian community delighting in learning and enjoyment for all. We encourage self-belief and bravery: developing the flair to be ourselves. Together, respecting and loving the world and all in it.

'To give you hope and a good future' (Jer 29:11)

To have a knowledge and understanding of all 3 Key Stages in the primary phase	E		A/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
To be able to exemplify how the needs of all pupils have been met through high quality teaching.	E		A/I/R
Excellent classroom practitioner	E		A/I/R

### [E] Professional Attributes

	Essential	Desirable	Source
Demonstrate an awareness of the needs of the pupils in our community and how these could be met.	E		A/I/R
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		A/I/R
Excellent written and oral communication skills (which will be assessed at all stages of the process).	E		A/I/R
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		A/I/R
Show a good commitment to sustained attendance at work	E		R

### [F] Professional Skills

(Based on the National Standards of Excellence for Headteachers 2015).

A Deputy Headteacher is expected to be working within and towards the National Standards of Headship.

Qualities and Knowledge		Essential	Desirable	Source
2	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards all pupils and staff and towards parents, governors and members of the local community.	E		A/I/R
3	Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.	E		A/I/R

Pupils and Staff		Essential	Desirable	Source
2	Secure excellent teaching through an analytical understanding of how pupils learn and of the core	E		A/I/R



Our vision is a future where we soar high, a Christian community delighting in learning and enjoyment for all. We encourage self-belief and bravery: developing the flair to be ourselves. Together, respecting and loving the world and all in it.

'To give you hope and a good future' (Jer 29:11)

	features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.			
3	Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.	E		A/I/R
4	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	E		A/I/R

Systems and Process		Essential	Desirable	Source
2	Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	E		A/I/R
6	Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	E		A/I/R

The Self-improving school system		Essential	Desirable	Source
1	Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.	E		A/I/R
4	Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.	E		A/I/R
6	Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education.	E		A/I/R

#### [G] Personal Qualities

	Essential	Desirable	Source
Continue to promote the school's strong vision and values	E		A/I/R
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A/I/R
Prioritise, plan and organise themselves and others	E		A/I/R



Our vision is a future where we soar high, a Christian community delighting in learning and enjoyment for all. We encourage self-belief and bravery: developing the flair to be ourselves. Together, respecting and loving the world and all in it.

'To give you hope and a good future' (Jer 29:11)

Think analytically and creatively and demonstrate initiative in solving problems	E		
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/I/R

**[H] Confidential References and Reports**

Positive recommendation from all referees, including current employer	E
---	---

**[I] Application Form and Supporting Statement**

*The form must be fully completed and legible. The supporting statement should be clear, concise (no more than 2 A4 sides) and related to the specific post.*