



Person Specification

Position: Deputy Headteacher

Reporting to: Head Teacher

Line management of: Middle Leaders, Teachers, HLTAs

Contracted working time: 195 days per year – full time. Attendance at identified calendared events in school year

Salary/Grade: L15 – L19

Disclosure Level: Enhanced

A = application R = reference I = interview process

Qualifications	Essential	Desirable	Assessed by
Good honours degree or equivalent	✓		A
Qualified Teacher Status	✓		A
Evidence of relevant continuing professional development e.g. NPQ, NPQH etc.	✓		A
Knowledge and Skills			
At least 5 years' experience at Senior Leadership Level in Primary Education	✓		A, R
A clear working knowledge of how to lead curriculum development and manage innovation and change	✓		A, R, I
A secure understanding of whole school data and management systems to include Arbor	✓		A, R, I
Experience in the use of data, tracking and target setting to raise attainment at individual pupil and cohort level and identify performance.	✓		A, R, I
A track record in raising whole school academic standards across Key Stages	✓		A, R, I
The ability to manage change effectively	✓		A, R, I
Successful experience of coaching or mentoring teachers and trainees/ECTs	✓		I
An effective communicator at all levels	✓		A, I
A strategic thinker	✓		R, I
The ability to generate a vision and influence others	✓		R, I
A clear working knowledge and understanding of the current OFSTED framework	✓		A, R, I
Teaching & Learning			
The ability to devise and implement strategies for raising achievement and for intervention strategies	✓		A, I
A clear understanding of different models of teaching and learning	✓		A, I
An outstanding and effective classroom practitioner	✓		A, I, R

Knowledge of how children learn, develop and progress through the stages	✓		A,I, R
A clear understanding of assessment procedures	✓		A,I, R
An ability to recognise and encourage outstanding practice	✓		A,I, R
Developing self and working with others			
Experience of delivering Continued Professional Development & Learning (CPDL)	✓		A,R
The ability to develop, empower and sustain teams and individuals	✓		R,I
Ability to motivate staff, students, parents, governors and other stakeholders	✓		R
The ability to give and receive effective feedback and act to improve personal performance	✓		R,I
Experience of making effective use of school to school support	✓		A
Managing the Organisation			
An understanding of the principals of effective management, delegation and organisation	✓		A,I,R
Experience of performance management	✓		A
The ability to prioritise and manage time effectively	✓		A,I
The ability to make decisions and act upon them	✓		A,I
The ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress	✓		A,I
Experience of whole school budgets and financial management		✓	A,I
Securing Accountability			
The ability to use a range of data to support, monitor and improve aspects of school life	✓		R,I
Experience of effective school evaluation	✓		A,R
The ability to acknowledge excellence and challenge performance that is not yet good	✓		R,I
Strengthening the Community			
The ability to work effectively with parents and carers to support their children's learning	✓		A,I,R
The ability to listen to, reflect and act on community	✓		R,I

feedback Experience of successful collaborative working with other organisations and agencies	✓		A,I
Personal Qualities			
Is fair compassionate and has a strong sense of social justice	✓		R,I
Has a belief in the potential of all pupils	✓		R,I
Stamina	✓		R,I
Excellent interpersonal skills	✓		R,I
High expectations and aspirations	✓		R,I
Level headedness	✓		R,I
A sense of humour	✓		R,I
Motivation and drive	✓		R,I