



Person specification: Deputy Headteacher

E = Essential

D = Desirable

Where the quality will be assessed:

A = Application

I = Interview

R = Reference

| Qualifications and training | • Qualified teacher status | E | A |
|------------------------------------|---|---|-----|
| | • Degree | E | A |
| | • Holding, working towards or willing to undertake NPQ | D | A |
| | • Evidence of recent wider professional development | E | A |
| Experience | • At least 3 years successful leadership and management experience in a school, preferably as an assistant head. | E | A |
| | • Involvement in school self-evaluation and development planning | E | A/I |
| | • Demonstrable experience of successful line management and staff development | E | A/I |
| | • Evidence of working in a team to lead improvement | E | I |
| | • Evidence of contributing to the development and implementation for strategies for raising achievement for students. | E | A/I |
| Skills and Knowledge | • Knowledge of effective strategies for developing and maintaining high standards of attainment, behaviour and attendance | E | I |
| | • Data analysis skills, and the ability to use data to set targets and identify and address weaknesses | E | I |
| | • Understanding of high-quality teaching, and the ability to model this for others and support others to improve | E | I |
| | • Understanding of school finances and financial management | D | I |

| | | | |
|---|--|---|---|
| | <ul style="list-style-type: none"> • 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. • Sound understanding of building effective pastoral and behaviour management systems • 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 | E E E D D D E | I I A/R I A I I |
| Personal and Professional Qualities and Attributes | <ul style="list-style-type: none"> • 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 maintaining confidentiality at all times • 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. | E E E E E E E E E | A/R I/R I/R I/R I/R I/R R R I/R |