



### Deputy Headteacher – Person Specification

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Qualified teacher status.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of additional further educational qualifications.</li><li>• SENCo Qualification</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• At least 5 years successful teaching experience across the primary age range.</li><li>• Substantial knowledge and understanding of learning and teaching.</li><li>• Effective leadership experience across the primary age range.</li></ul>	<ul style="list-style-type: none"><li>• Working with and involving school governors.</li><li>• Working with and developing links with the community.</li><li>• Experience of working in more than one school.</li><li>• Experience of teaching Upper Key Stage 2.</li><li>• Experience of being a SENCo</li></ul>
<b>Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"><li>• Excellent classroom practitioner.</li><li>• Confident use of technology.</li><li>• Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.</li><li>• Experience of whole school curriculum planning.</li><li>• Confident in whole school self-evaluation.</li><li>• Up to date knowledge &amp; understanding of the current national education agenda.</li><li>• Understanding of how children &amp; adults learn and effectively apply their learning.</li><li>• Understanding of how to reduce barriers to learning.</li><li>• Strong commitment to inclusion with high expectations for all learners.</li><li>• Demonstrate awareness of safeguarding policy and procedures.</li></ul>	<ul style="list-style-type: none"><li>• Learning without limits pedagogy.</li><li>• Knowledge of mentoring and coaching procedures.</li><li>• Knowledge and understanding of a wide range of special educational needs.</li><li>• Knowledge of effective procedures for managing provision for special educational needs.</li><li>• Knowledge of local procedures for special educational needs (eg, applying for top up funding, education health care plans...etc)</li></ul>

<b>Leadership Skills</b>	
<ul style="list-style-type: none"> <li>• Leadership and management experience</li> <li>• Delegate and monitor effectively.</li> <li>• Initiate and manage change.</li> <li>• Motivate and influence by setting and following high standards.</li> <li>• Seek advice and support when necessary.</li> <li>• Promote successful working relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successful school improvement planning and impact.</li> <li>• Experience of leading the appraisal process.</li> <li>• Evidence of leading on new and emerging developments.</li> </ul>
<b>Decision-making Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to investigate, resolve problems and make decisions.</li> <li>• Collect evidence, make judgements and take decisions in line with good educational practice.</li> <li>• Think creatively and imaginatively to solve problems and identify opportunities.</li> </ul>	
<b>Communication Skills</b>	
<ul style="list-style-type: none"> <li>• The ability to communicate clearly and take into account, where appropriate, the views of others.</li> <li>• Effectively communicate orally and in writing to a range of audiences.</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Adaptability to changing circumstances &amp; ideas.</li> <li>• Energy and enthusiasm.</li> <li>• Reliability and integrity.</li> <li>• Prioritise and manage time.</li> <li>• Work under pressure and meet deadlines.</li> <li>• Be self-motivating and set personal goals.</li> <li>• Well respected team player.</li> <li>• Committed to continuing professional development for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• To demonstrate and promote personal and staff well-being.</li> </ul>

**Please include the following in your letter of application, which should be no longer than 2 sides of A4:**

- A clear, succinct statement of your educational philosophy and practice.
- Demonstrate how this relates to the post of Deputy Headteacher at our school.



