



## Deputy Headteacher (Person Specification)

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the short-listing and interview process for this post. Evidence may be required to validate statements provided.

### Experience

Qualifications	Essential	Desirable	Evidence
Qualified Teacher status	√		Application Form
Degree or equivalent	√		Application Form
Evidence of recent professional development	√		Application Form
Evidence of additional further educational qualifications or professional study		√	Application Form
Proven success as a class teacher	√		Application Form Interview
Knowledge and understanding of the National Curriculum	√		Application Form Interview
Experience of curriculum leadership and participation in the formulation and implementation of whole school policies	√		Application Form
Experience of whole school management and participation in decision making as part of a management team	√		Application Form
Experience of leading INSET		√	Application Form
Understanding of the planning, monitoring, reviewing and evaluation process for school improvement	√		Interview

### Knowledge

Qualifications	Essential	Desirable	Evidence
Knowledge and awareness of safeguarding legislation	√		
Knowledge and awareness of recent educational developments and the legislative framework		√	Application Form
Excellent knowledge and understanding of all forms of assessment	√		Application Form Interview
Knowledge of safeguarding/child protection legislation and procedures	√		Application Form Interview
Knowledge of health and safety requirements		√	Application Form
An understanding of equality of opportunity for all pupils and staff in the school	√		Application Form Interview
Knowledge and understanding of effective systems and strategies for positive behaviour management	√		Application Form Interview

### Skills and Abilities

Qualifications	Essential	Desirable	Evidence
Ability to be an effective leader in a range of contexts, in an appropriate and supportive manner	√		Application Form Interview
Ability to understand and address whole school issues of curriculum and organisation	√		Application Form Interview
Ability to identify areas for development and create an action plan for improving standards	√		Application Form Interview
Ability to plan, organise and communicate effectively, both orally and through the written word in a range of contexts	√		Application Form Interview
Ability to lead others in an appropriate and supportive manner	√		Application Form Interview
Ability to use and act on own initiative but also work as part of a team	√		Application Form Interview
Ability to respond calmly and confidently to a variety of challenges	√		Application Form Interview
Good interpersonal, organisational and management skill	√		Application Form Interview
Ability to reflect on own performance and adapt accordingly	√		Application Form Interview
Ability to retain a sense of humour		√	Interview

### Professional Qualities

Qualifications	Essential	Desirable	Evidence
Committed to the school's aims and objectives and equal opportunities policy	√		Application Form
Committed to high standards of achievement, positive behaviour management and social development	√		Application Form Interview
Committed to the provision of a broad, balanced and differentiated curriculum which meets the needs of children and promotes their individual development	√		Application Form Interview
Willing to attend appropriate training	√		Application Form
Flexible in approach and willing to learn and develop new skills, and lead by example	√		Application Form Interview
Ability to work in partnership with the students, staff, governors and wider stakeholders	√		Application Form

			Interview
Ability to investigate, resolve conflict and make decisions	√		Application Form Interview
Ability to prioritise and manage workload effectively under pressure and meet deadlines	√		Application Form Interview