



Deputy Headteacher – Person Specification

Post title:	Deputy Headteacher
School:	Alfreton Park Community Special school
Pay range:	L11-L15
Line manager:	The Headteacher and Governing body
Supervisory responsibilities:	To deputise for the Headteacher in her absence.

This person specification should be read in conjunction with the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Essential	Desirable
Qualifications	
Qualified teacher status or recognised equivalent.	Recent management training.
	Accredited training in specific areas of special education, eg autism, PMLD.
Experience – show evidence of	
At least 5 years successful proven track record of excellent creative and structured teaching within the special needs environment.	Experience of teaching in more than one key stage.
Recent experience of working successfully as a middle/senior leader in a school.	
Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.	Experience of working with and developing links with the community
Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.	Experience of working with and involving school Governors.
Professional Knowledge	
A clear understanding of the essential qualities necessary for effective teaching and learning.	PROACT-SCIPr-uk [®] trained
Understanding of effective behaviour and teaching strategies frequently used within the Special school setting.	Understanding of the implementation of TEACCH and PECS.
Up to date knowledge of statutory regulations and guidance relating to the post including understanding of OFSTED requirements and	



Deputy Headteacher – Person Specification

latest developments in special education.	
Essential	Desirable
Professional skills – Demonstrate experience of	
Analysis of data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.	OFSTED inspection and following action planning.
Curriculum leadership action planning and resource management.	
Leading alongside the Headteacher, the annual appraisal process for all identified support and teaching staff.	
Development and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.	
Leading and manage a school team/s to successfully achieve agreed goals.	
Being an effective team player that works collaboratively and effectively with others.	
Developing and delivering effective and inspirational professional development for staff (including mentoring and coaching as appropriate).	
Communicating effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	
Demonstrating high quality teaching strategies to meet the wide range of ages and abilities of our pupils.	
Support, motivate and inspire both colleagues and pupils by leading through example.	
Contributing effectively to the work of the Headteacher and senior leadership team.	
Deal successfully with situations that may include tackling difficult situations and conflict resolution.	
Working successfully with a range of external agencies.	



Deputy Headteacher – Person Specification

Think creatively and imaginatively to solve problems and identify opportunities.	
Essential	Desirable
Facilitate a collaborative approach to decision making.	
Demonstrate experience of and commitment to:	
Be approachable and have a sense of humour.	Designated person for safeguarding trained.
Equalities.	
Promoting the school's vision and ethos.	
High quality, stimulating learning environment.	
Relating positively to and showing respect for all members of the school and wider community.	
Ongoing relevant professional self-development and reflective practice.	
Safeguarding and child protection.	

N.B. Candidates who apply for this post are asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact.