 Graham School

PERSON SPECIFICATION

**DEPUTY HEADTEACHER**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED****THROUGH** | **DESIRABLE REQUIREMENTS** | **EVIDENCED****THROUGH** |
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| Qualified Teacher Status (QTS) | AF |  |  |
| Teaching experience of at least 5 years with successful outcomes | AL |  |  |
| Evidence of participation in recent School Leadership Training  | AFAL | NPQSL/NPQH underway or achieved | AF |
| Recent and appropriate professional development | AF |  |  |
| Minimum 2 years School leadership experience in a challenging school | AFAL |  |  |
|  **SKILLS AND ABILITIES** |
|  **Has the ability to:** |  |
| Effectively support the Headteacher and Governors in developing a strategic vision for the school | ALINT | Develop systems to quality assure initiatives | ALREF |
| Be committed to a school vision of excellence and which sets high standards for all and welcomes thesupport of others to achieve it | ALINT |  |  |
| Represent the school effectively, its needs and interests in a variety of settings, fostering collaborative partnerships through alliances and external developments | AL |  |  |
| Demonstrate a strong, collaborative and clear leadership and management style, focused on solutions | REF |  |  |
| Persevere with optimism in the face of difficulties and challenges, seeing possibilities and opportunities in challenging situations | ALREF |  |  |
| Manage staff effectively, provide effective leadership and encourage positive working relationships including playing a role in further developing effective teams | ALREF |  |  |
| Ability to delegate, support and hold staff to account | REF |  |  |
| Determine priorities, manage time effectively and meet tight deadlines | ALREF |  |  |

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| Understand, analyse and interpret pupil/school performance data | INTREF | Previous experience of leading on Teaching and Learning | ALREF |
| Be committed to social justice, equality and diversity, and to maintain good relationships with all stakeholders through excellent communication skills | ALINT |  |  |
| Effectively lead, develop and sustain curriculum developments and other educational initiatives for pupils  | AL | Previous experience of designing and implementing innovative and well researched pupil-centred learning strategies for different pathways | ALRef |
| Have the ability to improve and sustain the quality of teaching and learning including leading and evaluating Continuing Professional Development | ALREF |  |  |
| Develop appropriate links with parents and the wider community (including external agencies including health and social care professionals) | INTREF |  |  |
| Maintain records and manage information related to areas of responsibility so that the school is able to account for all aspects of performance to governors, LA and others | ALREF |  |  |
| Use ICT as a resource for teaching and learning and in administration | ALINT |  |  |
|  **EXPERIENCE**  |
| Led and managed RQT/NQT/ITT programmes | ALINT |  |  |
| Leading and managing change effectively | Ref | Experience of Coaching and Mentoring | ALAF |
| Demonstrate consistently outstanding innovative classroom practice and lead by example | ALINT | Oversee staff induction | AF |
| Varied teaching across more than one key stage | AL |  |  |
| Formulation, modification and evaluation of an area of learning to meet the needs of all pupils regardless of ability, gender or race | ALREF |  |  |
| Being involved in the implementation of whole school initiatives including budget and resource management | ALREF |  |  |
| Contribute effectively to school self-evaluation and school improvement | ALREF | Managed whole school Performance Management | ALREF |

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| **KNOWLEDGE AND UNDERSTANDING** |
| Knowledge of the whole curriculum for pupils in KS3 and KS4 | AL | Knowledge of national, local and research initiatives relating to Teaching and Learning | ALINT |
| Knowledge of and commitment to inclusive practice and equal opportunities | AL |  |  |
| Demonstrate an understanding of and commitment to promoting the role played by parents/carers in raising standards and the importance of working with parents and other members of the wider school community | AL |  |  |
|  **SAFEGUARDING** |
| Secure knowledge and understanding of best practice and procedures for safeguarding children and youngpeople | ALINT | Experience as a Designated Lead for Safeguarding and Child Protection and/or Looked After Children | AFAL |
| Display knowledge, understanding and commitment of the protection and safeguarding of children | AL |  |  |

AF - Application form

AL - Application letter

INT - Interview

REF - References