

PERSON SPECIFICATION: Deputy Headteacher

Category	Essential	Desirable
KNOWLEDGE & QUALIFICATIONS		
Teaching Qualification recognised by the DfE	*	
Honours Degree in an academic subject	*	
N. P. Q. H. or active on the programme		*
Knowledge of National Curriculum and Curriculum design	*	
Knowledge of OFSTED Framework	*	
Knowledge of criteria for good and outstanding teaching and learning	*	
Knowledge of how to use comparative data to establish benchmarks and set targets for improvement	*	
Understanding of recent educational development affecting primary schools and relevant legislation	*	
Understanding of some personnel issues and employment law		*
Understanding of the implications of future developments likely to affect primary schools	*	
Understanding of Performance Management and Staff Development		*
Knowledge and Understanding of Equal Opportunities and Inclusion issues	*	
Knowledge of current Health and Safety issues	*	
EXPERIENCE		
Proven senior leadership and management experience in a Primary School	*	
Experience in monitoring and evaluating the quality of teaching and learning	*	
Experience in using monitoring and evaluation strategies to raise achievement	*	
Experience of successful curriculum management and development	*	
Experience of successfully developing a range of teaching styles	*	
Experience of working successfully as a member of a team	*	
Evidence of leading and managing school improvement	*	
A breadth of appropriate classroom teaching experience	*	
Teaching experience across the 4 - 11 age range	*	
Teaching experience in more than one school		*
Experience of budget monitoring		*
Evidence of successfully developing parental / community involvement		*

SKILLS & COMPETENCIES		
Ability to lead and manage people to work towards common goals	*	
Ability to initiate and manage change successfully	*	
Ability to monitor and evaluate standards and quality	*	
Ability to motivate and inspire pupils, staff, parents, governors and the wider community	*	
Ability to communicate effectively to a range of audiences	*	
Ability to effectively teach / manage a classroom	*	
Ability to make difficult decisions effectively	*	
Ability to effectively evaluate and set clear targets	*	
Ability to interpret statistical information effectively		*
Ability to develop effective interpersonal relationships	*	
COMMITMENTS		
The pursuit of high standards, both academic and of behaviour	*	
The provision of a wide range of extra-curricular activities	*	
Staff participation in decision making and the maintenance of high staff morale	*	
Valuing each individual in the school	*	
Encouragement of contributions from parents, Governors and pupils	*	
Personal desire to be a Headteacher in the future		*
PERSONAL QUALITIES		
Ability to work under pressure and prioritise workload	*	
Emotional resilience that is displayed with a "can-do" attitude	*	
Able to manage Work / Life Balance	*	
Dynamic and Visionary	*	
Commitment and loyalty to the School	*	
Enthusiasm and self motivation	*	
Good sense of humour	*	
Approachable nature	*	
Ability to give and receive criticism	*	
A range of interest and activities outside of education		*
OTHER		
Evidence of leading and designing whole school training	*	
Evidence of leading innovative and creative change	*	
No criminal record	*	

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT, 1974

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