



# Pirton Hill Primary School

## Deputy Headteacher – Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Experience of working in a leadership role in the primary sector</li> <li>Evidence of commitment to own professional development</li> </ul>	1,4 1,2 1,2	<ul style="list-style-type: none"> <li>NPQML / NPQSL or equivalent</li> </ul>	1,4
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Sets and shares a high expectation of learning and behaviour</li> <li>Is able to motivate and lead a team with sensitivity and energy</li> <li>Is an effective communicator orally and in writing, with a range of audiences</li> <li>Leads school development and INSET</li> <li>Is a team player and is able to use own initiative</li> <li>Can make decisions based on analysis</li> <li>Is reliable and has integrity</li> <li>Is able to develop and maintain good relationships with pupils, staff and all stakeholders</li> <li>Is able to prioritise and manage time, work under pressure and meet deadlines</li> <li>Is committed to safeguarding and promoting the welfare of children and young people</li> </ul>	1,5 1,2 1,2 1,2 1,2 1,2,5 1,2 1,2 1,2,5 1,2	<ul style="list-style-type: none"> <li>Experience of leading a team to improve outcomes for pupils</li> </ul>	1,2
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>At least 5 years successful teaching experience in the primary age range</li> <li>Leadership experience in the primary age range</li> <li>Effective teaching and learning strategies to raise standards</li> <li>Analysing and evaluating school improvement priorities and planning</li> </ul>	1,2 1,2 1,2,5 1,2,5	<ul style="list-style-type: none"> <li>Experience of two or more schools</li> <li>Experience of working in at least two key stages (EYFS / KS1 / KS2)</li> </ul>	1,2 1,2

	<ul style="list-style-type: none"> <li>• The use of data analysis and assessment practices to target improvement</li> <li>• Effective use of ICT</li> <li>• The development of staff</li> <li>• Working with parents and other agencies</li> <li>• Effective positive behaviour strategies</li> <li>• Understands issues relating to the organisation, ordering and funding of resources</li> </ul>	1,5  1,2 1,2 1,2  1,2 1,2	<ul style="list-style-type: none"> <li>• Experience of planning strategically and implementing change at a whole school level</li> <li>• Experience of assisting the leadership of safeguarding (e.g. Deputy Designated Safeguarding Lead)</li> </ul>	1,2      1,2
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>• Commitment to the Council's Equal Opportunities Policy</li> </ul>	1,2		
<b>Other Issues</b>	<ul style="list-style-type: none"> <li>• Must be flexible and willing to change areas of responsibility including re-negotiating personal job description with the Headteacher to allow for the development of the school and own personal and professional development</li> </ul>	1,2	<ul style="list-style-type: none"> <li>• An understanding of Health &amp; Safety issues</li> </ul>	1,2

**(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification  
5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

**CVs will not be accepted for any posts based in schools. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).**