

Personal Specification – Deputy Headteacher

Attributes	Essential	Desirable	How identified
1. Qualifications	<ul style="list-style-type: none"> QTS 	<ul style="list-style-type: none"> Masters Degree/NPQH/Other leadership training 	Application form
2. Experience	<ul style="list-style-type: none"> Clear evidence of outstanding teaching over time Successful senior leadership as an Assistant Headteacher or Faculty Leadership Successful leadership of change in a school setting Involvement in school self-evaluation and improvement planning Line management of staff Holding staff accountable for outcomes Experience of safeguarding students 	<ul style="list-style-type: none"> Experience of interviewing and recruiting staff Experience of working with multi agencies Experience of managing budgets at a whole school level Experience of CPD in schools. Experience of timetabling Experience of target setting Experience of working with Governors Experience of working in an ethnically diverse school 	Application form Supporting letter Selection process References
3. Skills and knowledge	<ul style="list-style-type: none"> A clear understanding of how to drive school improvement An ability to use student performance data to identify trends and patterns, and to direct interventions A strong understanding of how accurate and robust assessment can improve student performance A strong understanding of what makes highly effective teaching, and the ability to model this for others A clear understanding of what makes an effective curriculum The ability to communicate effectively An understanding of strategies to reduce staff workload 	<ul style="list-style-type: none"> Understanding of school finances and financial management National and international research on improving achievement Knowledge of primary to secondary transition Knowledge of excellent careers provision in schools Knowledge of strategies to support disadvantaged students Knowledge of the local community to the school 	Supporting letter Selection process
4. Personal qualities	<ul style="list-style-type: none"> A passion to make a difference to young people's lives through education Ability to work under pressure and prioritise effectively Ability to build effective working relationships Enthusiastic, resilient & solution focused An effective team member, who works well with other people An ability to build effective teams and motivate others To like young people and to be liked by them Ability to commit to long hours and occasional weekends A commitment to safeguarding and equality Confident using modern technologies Sense of humour 	<ul style="list-style-type: none"> Aspiration for Headship 	Supporting letter Selection process References
5. Other	<ul style="list-style-type: none"> Application form completed in full Letter of application (max 2 sides A4, font 11) Enhanced DBS disclosure Satisfactory health check 		Application School checks