Beech Grove Primary School

Deputy Head Teacher

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **LEADERSHIP & MANAGEMENT** | |
| *The candidate will have:*   * experience of being a member of the senior leadership team * led INSET, Staff Meetings or training sessions on specific aspects of primary school life * experience in leading assemblies * attended leadership and management courses within the past two years * experience of writing policies * experience in preparing strategic plans | *The candidate may have:*   * experience of Assistant Head or Deputy Head role * experience in leading and managing a variety of curriculum areas, staff teams or whole school initiatives * acquired National College leadership (or similar) qualification * experience in preparing strategic plans |
| **SAFEGUARDING** | |
| *The candidate will have:*   * supplied original identity documents, as required * enhanced DBS certificate and barred list check * original documents verifying professional qualifications * two references (obtained by our school) * had recent Child Protection/Safeguarding training * a good knowledge of the Early Help process and experience in leading ‘Team Around the Child’ Meetings | *The candidate may have:*   * acted as Designated Safeguarding Lead in previous school * led staff training on Child Protection/Safeguarding * supported colleagues in handling Safeguarding/CP cases |
| **IMPROVING STANDARDS** | |
| *The candidate will have:*   * been involved in the monitoring of standards throughout the school * observed colleagues’ lessons and given feedback * experience in the coaching and mentoring of staff in specific areas in order to raise standards * supported Subject Leaders in their roles * evidence to show how s/he has improved standards within their own school through actions linked with the School Development Plan | *The candidate may have:*   * provided model lessons across the school * experience of contributing information towards the school’s self-evaluation processes * been involved in identifying whole school issues for inclusion in the School Development Plan (SDP) |
| **TEACHING & LEARNING** | |
| *The candidate will have:*   * Qualified Teacher Status * at least five years’ teaching experience in a primary setting * experience of teaching at least two different age-groups * a proven track record as an excellent classroom practitioner * a good working knowledge of Assessment For Learning techniques | *The candidate may have:*   * experience of more than one primary school setting * experience of working in a large primary school * experience of teaching within more than one Key Stage |

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| **STAFF DEVELOPMENT** | |
| *The candidate will have:*   * experience of line management of staff * good knowledge of the statutory Appraisal requirements * experience of promoting excellent standards through professional development of staff * experience working with teaching students and work placement students * excellent inter-personal skills, bringing out the best in all staff in all positions in the school | *The candidate may have:*   * completed training relating to staff development (e.g. training as a coach or mentor) * experience of interviewing potential candidates, as well as preparing teaching staff for professional development |
| **ASSESSMENT** | |
| *The candidate will:*   * demonstrate excellent assessment practices as a teacher * be adept at analysing and interpreting data about pupil progress, providing analytical reports for the Head Teacher, staff and Governors * have experience of various assessment systems and practices used in their school * be able to show how standards have improved in their own school through effective assessment | *The candidate may:*   * be familiar with a data tracking and analysis package * have experience of the Early Years Foundation Stage Profile and be able to make judgements on standards |
| **SPECIAL NEEDS and VULNERABLE GROUPS** | |
| *The candidate will:*   * have experience of ‘best practice’ in special needs * have experience of working with outside agencies * have experience of working with parents of special needs pupils * demonstrate skill in developing strategies to help children who are at risk of falling behind their peers * have a good understanding of the Pupil Premium | *The candidate may:* |
| **PERSONAL ATTRIBUTES** | **PERSONAL ATTRIBUTES (most are essential!)** |
| *The candidate will:*   * demonstrate expertise in primary education * be able to deal with parents, pupils and staff with professionalism, firmness and sensitivity * show leadership qualities and be authoritative * demonstrate strategic vision and foresight * be discreet, loyal and supportive * have a well-developed sense of humour * have excellent analytical skills * keep abreast of developments in education nationally * be creative in finding solutions to problems * be industrious and organised * maintain a sense of proportion and balance * be self-motivated and independent * enjoy teamwork * create energy in the school * be a pleasure to work with | *The candidate may:*   * aspire towards Headship * have a particular flair or talent beyond primary education! |