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
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| **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
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| **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)
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| **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
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| **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
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| **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!
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