 Graham School

PERSON SPECIFICATION

**DEPUTY HEADTEACHER**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED**  **THROUGH** | **DESIRABLE REQUIREMENTS** | **EVIDENCED**  **THROUGH** |
|  | | | |
| Qualified Teacher Status (QTS) | AF |  |  |
| Teaching experience of at least 5 years with successful outcomes | AL |  |  |
| Evidence of participation in recent School Leadership Training | AF  AL | NPQSL/NPQH underway or achieved | AF |
| Recent and appropriate professional development | AF |  |  |
| Minimum 2 years School leadership experience in a challenging school | AF  AL |  |  |
| **SKILLS AND ABILITIES** | | | |
| **Has the ability to:** | | |  |
| Effectively support the Headteacher and Governors in developing a strategic vision for the school | AL  INT | Develop systems to quality assure initiatives | AL  REF |
| Be committed to a school vision of excellence and which sets high standards for all and welcomes the  support of others to achieve it | AL  INT |  |  |
| Represent the school effectively, its needs and interests in a variety of settings, fostering collaborative partnerships through alliances and external developments | AL |  |  |
| Demonstrate a strong, collaborative and clear leadership and management style, focused on solutions | REF |  |  |
| Persevere with optimism in the face of difficulties and challenges, seeing possibilities and opportunities in challenging situations | AL  REF |  |  |
| Manage staff effectively, provide effective leadership and encourage positive working relationships including playing a role in further developing effective teams | AL  REF |  |  |
| Ability to delegate, support and hold staff to account | REF |  |  |
| Determine priorities, manage time effectively and meet tight deadlines | AL  REF |  |  |

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| Understand, analyse and interpret pupil/school performance data | INT  REF | Previous experience of leading on Teaching and Learning | AL  REF |
| Be committed to social justice, equality and diversity, and to maintain good relationships with all stakeholders through excellent communication skills | AL  INT |  |  |
| Effectively lead, develop and sustain curriculum developments and other educational initiatives for pupils | AL | Previous experience of designing and implementing innovative and well researched pupil-centred learning strategies for different pathways | AL  Ref |
| Have the ability to improve and sustain the quality of teaching and learning including leading and evaluating Continuing Professional Development | AL  REF |  |  |
| Develop appropriate links with parents and the wider community (including external agencies including health and social care professionals) | INT  REF |  |  |
| Maintain records and manage information related to areas of responsibility so that the school is able to account for all aspects of performance to governors, LA and others | AL  REF |  |  |
| Use ICT as a resource for teaching and learning and in administration | AL  INT |  |  |
| **EXPERIENCE** | | | |
| Led and managed RQT/NQT/ITT programmes | AL  INT |  |  |
| Leading and managing change effectively | Ref | Experience of Coaching and Mentoring | AL  AF |
| Demonstrate consistently outstanding innovative classroom practice and lead by example | AL  INT | Oversee staff induction | AF |
| Varied teaching across more than one key stage | AL |  |  |
| Formulation, modification and evaluation of an area of learning to meet the needs of all pupils regardless of ability, gender or race | AL  REF |  |  |
| Being involved in the implementation of whole school initiatives including budget and resource management | AL  REF |  |  |
| Contribute effectively to school self-evaluation and school improvement | AL  REF | Managed whole school Performance Management | AL  REF |

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| **KNOWLEDGE AND UNDERSTANDING** | | | |
| Knowledge of the whole curriculum for pupils in KS3 and KS4 | AL | Knowledge of national, local and research initiatives relating to Teaching and Learning | AL  INT |
| Knowledge of and commitment to inclusive practice and equal opportunities | AL |  |  |
| Demonstrate an understanding of and commitment to promoting the role played by parents/carers in raising standards and the importance of working with parents and other members of the wider school community | AL |  |  |
| **SAFEGUARDING** | | | |
| Secure knowledge and understanding of best practice and procedures for safeguarding children and young  people | AL  INT | Experience as a Designated Lead for Safeguarding and Child Protection and/or Looked After Children | AF  AL |
| Display knowledge, understanding and commitment of the protection and safeguarding of children | AL |  |  |

AF - Application form

AL - Application letter

INT - Interview

REF - References