

Person Specification for DEPUTY HEAD (ACHIEVEMENT)

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and personal characteristics	Essential	Desirable
Ability to lead, provide clear vision and command respect	✓	
Incisive and clear strategic thinker	✓	
Ability to motivate pupils and staff	✓	
Ability to delegate responsibility, set high standards and provide a focus for improvement	✓	
Personal impact and presence		✓
Ability to manage change in a school, monitor and evaluate its impact	✓	
Significant classroom teaching experience	✓	
Evidence of leading a significant area of school improvement and securing this by working with middle leaders and a range of school staff	✓	
Expertise in data management, analysis and the use of data to inform school improvement and strategic direction	✓	
Monitoring and evaluating teaching and learning	✓	
Conducting performance management that has a significant impact on school improvement		✓
Timetabling and producing rotas to enable teaching and learning of the curriculum	✓	
Taking a lead role in the assessment of pupil progress and achievement	✓	
Mentoring and coaching teachers	✓	
Managing and/or coordinating staff	✓	
Managing accommodation and building issues		✓
Day-to-day operational management of a school environment		✓
Interviewing and inducting staff		✓
Establishing and developing school administrative systems		✓
Experience of inspection preparation, delivery and follow-up	✓	
Understanding and knowledge of current curriculum models, developments and issues	✓	
Experience of planning the curriculum across a 3-16 school		✓
Extensive knowledge and understanding of effective teaching, learning, evaluation and assessment strategies to meet the needs of all pupils, so that accurate judgements to inform school improvement can be made	✓	
Understanding of the characteristics of an outstanding school	✓	
Knowledge and understanding of safe working practices for all children and up-to-date application of safeguarding procedures	✓	
Excellent attendance record	✓	
High standards of professionalism	✓	
A concern for the reputation of the school	✓	
An ability to contribute to extra-curricular activities	✓	

Qualifications and Training	Essential	Desirable
Qualified Teacher Status	✓	
Recognised management qualification		✓
Evidence of sustained participation in CPD, especially school leadership programme or similar	✓	
Evidence of leading INSET activities for others		✓
Qualifications in additional areas of interest		✓