**PERSON SPECIFICATION**

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| **School:** | The Heights Free School |
| **Job Title:** | Deputy Headteacher |
| **Reports to:** | The Headteacher |
| **Grade:** | Leadership Pay Range L9-13 |

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|  |  |  | **Assessed by:** | | | | |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | | | **Interview /Task** | |
| **CORE BELIEFS** | | | | | | | |
| 1. | A relentless approach to securing the improvement of teaching and learning | **E** | |  | **✓** | | |
| 2. | A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community | **E** | | **✓** | **✓** | | |
| 3. | Having the highest expectations of self, students and staff | **E** | |  | **✓** | | |
| **QUALIFICATIONS AND TRAINING** | | | | | | | |
| 4. | Qualified to at least degree level | **E** | **✓** | | |  | |
| 5. | Qualified teacher status | **E** | **✓** | | |  | |
| 6. | Experience of leadership | **E** | **✓** | | |  | |
| 7. | Minimum of three years teaching experience (preferably in a secondary environment) | **E** | **✓** | | |  | |
| 8. | Evidence of relevant CPD | **E** | **✓** | | |  | |
| **KNOWLEDGE AND EXPERIENCE** | | | | | | | |
| 9. | Experience of leading under pressure | **E** | |  | | | **✓** |
| 10. | Experience of managing staff including setting performance management objectives and holding to account | **E** | | **✓** | | |  |
| 11. | Experience of delivering high quality INSET to staff | **E** | | **✓** | | |  |
| 12. | Proven success of improving outcomes as a subject leader | **E** | | **✓** | | |  |
| 13. | Evidence of leading, supporting and managing others | **E** | | **✓** | | | **✓** |

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| 14. | Experience of monitoring, evaluation and Action Planning to improve the quality of teaching and learning | **E** |  | **✓** |
| 15. | Experience of curriculum planning | **D** | **✓** |  |
| 16. | Experience in timetabling | **D** | **✓** |  |
| 17. | Experience in leading teaching and learning | **D** | **✓** |  |
| 18. | Experience of implementing performance management and appraisal procedures | **E** | **✓** | **✓** |
| 19. | Experience of presenting to a wide audience including teachers, managers, governors and parents | **D** | **✓** |  |
| 20. | Experience of implementing change successfully | **D** | **✓** |  |
| 21. | Experience of using coaching as a model for ensuring ongoing professional development | **D** | **✓** |  |
| 22. | Thorough knowledge of up to date safeguarding procedures and best practice | **E** |  | **✓** |
| **PROFESSIONAL SKILLS & ATTRIBUTES** | | | | |
| 23. | Evidence of continuous self-development and updated knowledge in the field of education in the areas of responsibility for this post | **E** | **✓** |  |
| 24. | Excellent written and oral skills | **E** | **✓** | **✓** |
| **PERSONAL QUALITIES & ATTRIBUTES** | | | | |
| 25. | Flexible, adaptable, results orientated and able to prioritise, resilient under pressure | **E** |  | **✓** |
| 26. | Awareness and commitment to equal opportunities and valuing diversity | **E** | **✓** |  |
| 27. | Creativity and enthusiasm to promote a positive school image to the local and national community | **E** |  | **✓** |
| 28. | Demonstrate high standards of personal integrity, loyalty, discretion and professionalism | **E** |  | **✓** |
| 29. | A fair, consistent, creative and reflective leader | **E** |  | **✓** |
| 30. | A strong, inspirational and dynamic leader who leads by example | **E** |  | **✓** |