 Lady Manners School

***At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.***

PERSON SPECIFICATION

|  | **Essential** | **Desirable** |
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| **Title of Post** | Deputy Headteacher  (Curriculum and Achievement) |  |
| **Qualifications and Training** | * Qualified teacher status * Good honours degree or equivalent * Strong commitment to continuous professional development | * Nationally-recognised leadership qualification or training that suggests preparation for senior leadership * Additional qualifications and training relevant to the role |
| **Experience and Knowledge** | * Significant leadership experience at senior level * Outstanding classroom practitioner with at least 5 years highly successful teaching experience * Experience of Key Stage 3, 4 and 5, including GCSE and A Level courses * Successful experience of bringing about change * Experience of leading at least one whole-school project (with evidence of impact) * Proven track record of raising achievement * Extensive knowledge of curriculum models and pathways * Comprehensive knowledge of achievement data and experience of data-related systems and software * Track record of leading successful teams and of developing the professional practice of others * Detailed understanding of achievement information (e.g. IDSR) * Knowledge and experience of action planning and monitoring to ensure the high achievement of different groups of students * Knowledge of a range of assessment and reporting practices * Experience of using technology to communicate information effectively to a range of audiences | * Practical experience of developing and evaluating innovative learning across key stages * Detailed knowledge of curriculum flexibilities and initiatives * Experience of leading a whole-school curriculum project * Experience of implementing a whole-school timetable * Experience of liaising with primary partners to facilitate curriculum progression * Detailed knowledge of different data tracking systems, eg ALPS, SISRA * Membership of cross-school groups linked to curriculum development or raising achievement * Knowledge of current and emerging national developments and practice in educational leadership |

|  | **Essential** | **Desirable** |
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| **Skills** | * A strategic thinker * Strong written, oral and interpersonal skills * Ability to analyse and interpret a range of data at a whole-school, group and individual student level * Ability to ensure the reliability of data and predictions * Ability to readily identify areas of underachievement * Highly developed teaching and learning skills * Ability to communicate information to a range of audiences in a coherent and accessible manner * Ability to liaise effectively with parents and carers * Ability to solve problems and implement decisions * Ability to use computer software with confidence | * Ability to develop, implement and evaluate evidence-backed ideas * Ability to work collaboratively with colleagues in other schools to the benefit of Lady Manners School students * Excellent ICT skills, including the ability to use mobile technology innovatively |
| **Personal Qualities** | * Commitment to the school values and policies * Ability to inspire and motivate * Drive, energy, commitment and positivity * Resilience and proven capacity for hard work * Ability to work effectively with a wide range of colleagues, including teaching and support staff * Proven ability to work as a team member and accept corporate responsibility * Ability to remain calm and communicate effectively under pressure * Ability to stay balanced and measured when faced with potentially stressful situations * Ability to act as a positive role model for staff and students * Ability to actively listen to the views of others * Capacity to meet deadlines * Good sense of humour | * Personal 'presence' and self-confidence * Capacity to be reflective and self-critical * Ability to be empathetic |