 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
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| **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
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|  | **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
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| **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
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