

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**  
**DEPUTY HEADTEACHER PERSON SPECIFICATION**

Category	Essential	Desirable	Where Identified
Application	Completed Durham County Council Teaching application form. Letter of application outlining a whole school initiative you have successfully led within the last 2 years and why you are the person for the post (no more than 1000 words). 2 fully supported professional references, 1 of which must be your current/most recent Headteacher/ line manager.		Application Selection Process References
Qualifications	Qualified Teacher Status. Degree.	NPQH award or Leadership Pathways certification.	Application Selection Process Certificates References
Professional Development	Evidence of continuing professional development relating to school leadership and management, and curriculum /teaching and learning. Ability to identify own learning needs and to support others in identifying their learning needs.	Experience of leading professional development.	Application Selection Process Certificates References
Experience	Successful and sustained teaching across more than one Key Stage. Experience of working strategically and successfully at a senior leadership level. Experience of implementing strategies for improving the quality of teaching and learning. Experience of teaching pupils with special educational needs.	Experience of teaching in more than one educational establishment. Experience of working successfully with other education partners, providers and agencies.	Application Selection Process References

Category	Essential	Desirable	Where Identified
Skills and knowledge	<p>A secure understanding of the requirements of the new National Curriculum.</p> <p>Knowledge and experience of delivering an appropriate curriculum to pupils with a diverse range of learning difficulties.</p> <p>Understands the significance of interpersonal relationships and strategies for promoting individual and team development.</p> <p>Knows how to promote an open, fair and equitable culture.</p> <p>Has a clear understanding of the impact of change and different leadership styles on individual and organisations.</p> <p>Understands how to establish and sustain effective organisational structures, systems, policy and practice.</p> <p>Knowledge of and commitment to the implementation of the safeguarding agenda.</p> <p>Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, school evaluation and performance management and have experience of these.</p> <p>Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school.</p>	<p>Knowledge of the role of the governing body.</p> <p>Evidence of having successfully translated vision into reality at whole school level.</p> <p>Understanding of successful teaching and learning across the entire curriculum for all key stages.</p>	<p>Application</p> <p>Selection Process</p> <p>Work related testing</p> <p>References</p>
Leading and managing staff	<p>Experience of working with and leading staff teams.</p> <p>Able to delegate work and support colleagues in undertaking responsibilities.</p> <p>Able to prioritise, plan and organise themselves and others.</p> <p>Experience of being a team leader regarding staff performance management.</p> <p>Understanding of effective budget planning and resource deployment.</p>	<p>Experience of working with governors to enable them to fulfil their responsibilities.</p> <p>Involvement in staff recruitment, appointment and induction.</p>	<p>Application</p> <p>Selection Process</p> <p>Work related testing</p> <p>References</p>

Category	Essential	Desirable	Where Identified
Qualities and abilities	<p>High expectations of pupils' learning, achievement and attainment.</p> <p>Able to embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales.</p> <p>Demonstrates personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.</p> <p>Strong commitment to school improvement and all aspects of school life.</p> <p>Able to build and maintain good relationships and effective teamwork.</p> <p>Thinks analytically, creatively and demonstrates initiative in solving problems.</p> <p>Evidence of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards, achievement, personal development and well-being.</p> <p>Able to motivate and inspire confidence in staff, pupils, parents/carers, governors and the wider community.</p> <p>Demonstrates personal and professional integrity, including modelling values and vision.</p> <p>Able to communicate calmly, clearly and with professional integrity to a wide audience.</p> <p>Able to deal with difficult people and challenging situations.</p> <p>Demonstrates a capacity for sustained hard work with energy and vigour.</p> <p>Able to remain positive and enthusiastic when working under pressure.</p> <p>Able to organise work, prioritise tasks, make decisions and manage time effectively.</p> <p>Demonstrates resilience and optimism with a sense of humour.</p>		<p>Application</p> <p>Selection Process</p> <p>Work related testing</p> <p>References</p>

In addition to candidates' ability to perform the duties of the post, the interview, will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.