



## POST OF DEPUTY HEADTEACHER - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>Well-structured supporting letter indicating evidence of impact of your leadership on attainment, progress and outcomes over time, along with evidence of supporting inclusiveness. (No more than 2000 words)</li> </ul>		~ Application Form ~ References
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Good Honours Degree or Masters Degree</li> <li>Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further study - this could be ongoing and/or Further Professional Qualifications</li> <li>NPQH or other leadership equivalent</li> </ul>	~ Application Form
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience as an outstanding Assistant headteacher or Deputy Headteacher in the Secondary phase (including a Sixth Form)</li> <li>Experience of working successfully and co-operatively as a member of a leadership team in a school</li> <li>Experience in reaching and maintaining high levels of achievement</li> <li>Evidence of having been a consistently good or outstanding classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>High level of data literacy, experience of improving outcomes at KS4 (whole school)</li> <li>Experience supporting middle leaders (curriculum)</li> <li>Experience in working with external partners to support achievement</li> </ul>	~ Application Form ~ References ~ Interview process
<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Demonstrate a thorough understanding of current issues in school leadership</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of active interest in staff development</li> <li>Experience of planning and managing staff development</li> </ul>	~ Application Form ~ References ~ Interview process
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations with a variety of people</li> <li>Proven leadership skills</li> <li>Ability to lead on student achievement: assessment, recording, reporting to stakeholders. Ability to support the head in self-evaluation and improvement planning.</li> <li>Ability to build, forge and sustain partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use ICT to support administration</li> <li>Ability to handle and analyse data</li> <li>Ability to provide Governors with clear and succinct reports, interpretations of data, surveys etc. In order to inform monitoring and policy.</li> </ul>	~ Application Form ~ References ~ Interview process

<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A clear vision and understanding of the needs of Secondary pupils in order to 'diminish differences' in learning for all students</li> <li>• Understanding and knowledge of current issues in education</li> <li>• Knowledge of the wide range of extra-curricular activities which contribute to the education of secondary school pupils</li> </ul>	<ul style="list-style-type: none"> <li>◊ Knowledge of administrative procedures</li> </ul>	<ul style="list-style-type: none"> <li>~ Application Form</li> <li>~ References</li> <li>~ Interview process</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• A strategic thinker able to inspire students and staff</li> <li>• Ability to demonstrate enthusiasm, sensitivity and openness whilst working with others</li> <li>• Caring and compassionate attitude towards pupils, parents and staff</li> <li>• An understanding of the health and social needs of pupils</li> <li>• Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>◊ Flexibility and adaptability showing an ability to mix and work with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>~ Application Form</li> <li>~ References</li> <li>~ Interview process</li> </ul>