



## **Person Specification**

**POST:** Deputy Headteacher

**SCHOOL:** Harlowbury Primary School

**Pay Range:** L7–11

### **1. Qualifications and Professional Development**

#### **Essential**

- Qualified Teacher Status (QTS)
- Evidence of successful leadership experience in a school setting
- Commitment to continued professional development
- Evidence of recent and relevant safeguarding training
- Willingness to undertake Designated Safeguarding Lead (DSL) training (or already accredited)

#### **Desirable**

- National Professional Qualification for Headship (NPQH) or other recognised leadership qualification
- Accredited safeguarding or SEND leadership training

### **2. Leadership and Management Experience**

#### **Essential**

- Proven experience of contributing to whole-school improvement and strategic planning
- Experience of leading, managing and developing staff effectively
- Experience of monitoring, evaluating and improving teaching and learning
- Experience of implementing and sustaining school policies and systems
- Experience of working with governors and contributing to accountability processes
- Experience of managing staff workload and supporting staff wellbeing

#### **Desirable**

- Experience of deputising for a headteacher or senior leader
- Experience of leading across multiple phases or subjects
- Experience of timetable or operational management (e.g. daily cover systems)

### **3. Teaching, Curriculum and Assessment**

#### **Essential**

- Evidence of consistently high-quality classroom practice
- Strong understanding of evidence-informed teaching and learning
- Experience of curriculum development ensuring breadth, coherence and progression
- Secure knowledge of assessment, including effective use of formative assessment
- Ability to support and develop subject leadership across the school
- Commitment to high expectations and improved outcomes for all pupils

#### **Desirable**

- Experience leading whole-school curriculum or assessment development

### **4. School Culture, Behaviour and Ethos**

#### **Essential**

- Proven ability to promote high standards of behaviour through clear routines and expectations
- Ability to build a positive, inclusive and respectful school culture
- Commitment to maintaining high professional standards among staff
- Ability to build strong relationships with pupils, staff, parents and the wider community
- Demonstrates integrity, professionalism and ethical leadership

#### **Desirable**

- Experience leading behaviour or pastoral systems

### **5. Safeguarding, SEND and Inclusion**

#### **Essential**

- Strong understanding of safeguarding responsibilities and statutory requirements
- Ability to carry out the duties of a Designated Safeguarding Lead
- Knowledge of the SEND Code of Practice
- Commitment to inclusive practice and high expectations for pupils with SEND
- Experience working effectively with parents, carers and external professionals

#### **Desirable**

- Experience leading safeguarding or SEND provision

### **6. Organisational Management and School Improvement**

## **Essential**

- Ability to establish and maintain effective systems, processes and policies
- Experience using data and evaluation to identify priorities for improvement
- Strong organisational and problem-solving skills
- Ability to manage risk and ensure pupil and staff safety
- Experience of effective resource and staff deployment
- Ability to develop practical, context-appropriate school improvement strategies

## **Desirable**

- Experience contributing to budget or resource planning

## **7. Professional Development and Staff Development**

### **Essential**

- Experience supporting and coaching staff to improve practice
- Ability to design or lead professional development opportunities
- Commitment to developing others and building leadership capacity
- Demonstrates reflective practice and commitment to own professional learning

### **Desirable**

- Experience leading whole-school CPD programmes

## **8. Governance, Accountability and Partnership Working**

### **Essential**

- Understanding of statutory and regulatory requirements within education
- Experience holding staff to account through supportive professional dialogue
- Ability to work collaboratively with governors, schools and external organisations
- Commitment to partnership working to improve outcomes for pupils

### **Desirable**

- Experience presenting reports to governors or external stakeholders

## **9. Personal Qualities**

### **Essential**

- High levels of integrity, resilience and professionalism
- Strong interpersonal and communication skills
- Ability to inspire, motivate and lead others
- Commitment to equality, diversity and inclusion
- Ability to remain calm under pressure and make sound decisions
- Demonstrates commitment to acting in the best interests of pupils at all times

- Upholds public trust in school leadership

**Safeguarding Statement**

The postholder will be responsible for promoting and safeguarding the welfare of children and young people within the school and must adhere to statutory safeguarding guidance and school policies at all times.