

Acting Deputy Headteacher Person Specification



Qualifications - Essential/Desirable	
Qualified Teacher Status.	E
Evidence of a commitment to personal professional development related to school leadership and management.	E
Recent involvement at Senior Leadership level or evidence of professional development in preparation for Deputy Leadership	E
Experience - Essential/Desirable	
Successful teaching experience in the primary age range.	E
An up-to-date knowledge of the primary curriculum and transition to Secondary School.	E
Experience of working with Governing Bodies and reporting to them.	D
Experience of using internal and external assessment data at whole school level to support school improvement.	D
Good understanding of self-review and school improvement planning.	E
Proven experience of managing staff, leadership and team building.	E
Experience of leading in-service training with staff.	D
Experience of parental and community liaison.	D
An up-to-date knowledge of child protection procedures and a commitment to safeguarding pupils.	E
To be able to show leadership and curriculum development in at least one subject or area.	D
Proven experience of working with children with a range of Special Educational Needs.	E
To be able to work with families to support their children's learning.	D
Professional Knowledge & Understanding - Essential/Desirable	
Applicants should be able to demonstrate a good knowledge and understanding of the following areas.	
Effective teaching and learning strategies.	E
Local and national educational initiatives.	D
Ways to build, communicate and implement a shared vision.	E
Strategic planning processes.	E
Strategies for communication both within and beyond the school.	E
New technologies, including their use and impact.	D
Successfully leading change, creativity and innovation across the whole school.	D
Ability to monitor and evaluate aspects of the curriculum reflecting school & National Curriculum requirements.	D
Ability to develop and implement aspects of a School Improvement Plan.	E
Ability to communicate effectively with staff, parents and governors.	D
Ability to take a joint leadership role regarding discipline and pastoral care.	E
To be confident in the use and development of ICT throughout the school for curriculum and management purposes.	D
Personal Qualities & Attributes - Essential/Desirable	
Applicants should be able to provide evidence that they have the necessary personal skills and attributes required for the post.	
Ability to deal positively with children, parents, staff, Governors and the community.	E
A commitment to maintain high standards of achievement for all pupils, recognising individuals and embracing equality and diversity.	E
Effective communicator, listener and interpersonal skills.	E

The ability to challenge and support colleagues.	E
Enthusiastic and self-motivated.	E
The ability to stay calm and focused under pressure.	E
To be a good role model for other staff and lead by example.	E
The motivation to improve own practice through self-evaluation and learning from others.	E
To show loyalty and commitment to the school.	E
The ability to seek advice and support when necessary.	E
Ability to lead, motivate and influence others.	E
Committed to safeguarding children.	E
The ability to make clear and well considered decisions.	E
The ability to manage behaviour effectively.	E
Calm and approachable with high professionalism.	E
Developing Self & Others - Essential/Desirable	
Coach and mentor others.	E
Be willing to share learning and encourage others to do the same.	E
Listen to others and respond to their needs.	E
Be self-confident and lead by example.	E
Strive for improvement and take responsibility for own development.	E