



RIDGEWOOD
SCHOOL

PERSON SPECIFICATION

Deputy Curriculum Leader

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> • Academically strong with a good degree • Qualified teacher status • An outstanding classroom practitioner with a strong track record of achieving excellent examination results • Committed to continuing professional development 	<ul style="list-style-type: none"> • Membership of appropriate professional bodies • Leadership qualification(s) • Management qualification 	Application form Certificates Verification by DfE
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Proven track record as a subject teacher • Evidence of subject and departmental leadership • Good teaching and learning practitioner • Experience of coaching and mentoring • Experience of change management • Experience of managing projects successfully • Process and systems for quality assurance within the area of which they hold direct responsibility • The ability to apply ICT to learning, teaching and management of subject areas • Project planning • Knowledge of current and potential future developments in relation to the national and local education scene • Methods for coaching and mentoring, development of all aspects of teaching practice, including innovative thinking and collaborative working 	<ul style="list-style-type: none"> • Knowledge of school improvement and effectiveness strategies including the process of school self-evaluation and strategies for raising standards • An understanding of the principles associated with managing others, developing policies, procedures and protocols and managing resources, including staff and finance • National leadership standards (e.g. leading strategically, leading teaching and learning, leading the organisation, leading people and leading in the community) • High level of research skill: translating national and local changes into appropriate policies, pathways and approaches, ensuring other stakeholders are involved and knowledge is shared • Experience of whole school leadership and/or school improvement work • Experience of managing staff, dealing with sensitive, difficult 	Application form Interview References



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		situations in an effective way	
SKILLS	<ul style="list-style-type: none"> • Excellent interpersonal and general communication skills • Good knowledge of the secondary curriculum and national priorities • Ability to develop and maintain a well organised and creative learning environment • Knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies • Skills in developing and maintaining effective partnerships within the school community • Knowledge of current safeguarding issues 	Skills in delivering specialist subject area	Application form Interview References
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Deciding & Initiating Action • Leading & Supervising • Persuading & Influencing • Analysing – Analyses numerical data • Coping with Pressure & Setbacks • Emotional intelligence • Flexibility 	<ul style="list-style-type: none"> • An ability to think 'out of the box' 	Application form Interview References
PHYSICAL ATTRIBUTES	As assessed and advised by Occupational Health.		Medical Questionnaire Medical examination if required
ADDITIONAL REQUIREMENTS	Good level of attendance Occasional working outside of the school day in attendance at parents' evenings etc.		Application form Interview References

The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service