

Person Specification Deputy Headteacher

CRITERIA	QUALITIES	DESIRABLE	ESSENTIAL
Qualifications and training	• Qualified Teacher Status		✓
	• Degree		✓
	• Appropriate Leadership Qualifications	✓	
	• DSL Safeguarding Qualification	✓	
	• Health & Safety Level 3	✓	
	• Team Teach or equivalent	✓	
	• Evidence of recent and relevant CPD		✓
Experience	• Successful leadership and management experience in a School (Minimum of 3 years)		✓
	• Significant and successful teaching experience across the Primary and/or Secondary age range		✓
	• Involvement in school self-evaluation and development planning		✓
	• Demonstrable experience of successful line management and staff development		✓
	• Holding the position of DSL and leading the safeguarding team	✓	
	• Promoting Mental health & Well-being for both Staff and Pupils	✓	
	• Experience of Health and Safety management across all aspects of the school	✓	
	• Management & allocation of school budgets		✓
	• Effectively managing Educational Trips and Visits		
• Experience in leading Curriculum development, Monitoring and assessment	✓	✓	
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses		✓
	• Understanding of high-quality teaching, and the ability to model this for others and support others to improve		✓
	• Knowledge of Safeguarding		✓
	• Understanding of school finances, financial management & HR	✓	
	• Effective communication and interpersonal skills		✓
	• Ability to communicate a vision and inspire others		✓
	• Ability to build effective working relationships		✓
	• Working knowledge of the Primary, Secondary and Post 16 curriculum.		✓
	• An understanding of the Preparation for Adulthood Agenda and its impact on schools.	✓	

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	<ul style="list-style-type: none"> • Knowledge of recent educational developments 		✓
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 		✓
	<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively 		✓
	<ul style="list-style-type: none"> • Effective communication skills and use of ICT 		✓
	<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times 		✓
	<ul style="list-style-type: none"> • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. 		✓
	<ul style="list-style-type: none"> • Well-developed sense of empathy 		✓
	<ul style="list-style-type: none"> • Organised, proactive and self-motivated 		✓
	<ul style="list-style-type: none"> • Good time management skills 		✓
	<ul style="list-style-type: none"> • A genuine interest & passion for SEND 		✓
	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships within the school community 		✓
	<ul style="list-style-type: none"> • Effective communication skills and use of ICT 		✓
	<ul style="list-style-type: none"> • Reliable, approachable and a willingness to undertake further training 		✓

Notes:

This job description may be amended at any time in consultation with the postholder.