



PERSON SPECIFICATION – DEPUTY HEADTEACHER POST 2019

Qualifications

- Qualified Teacher
- NPQH or keenness to undertake it
- Evidence of continuous professional development

Experience

- Senior Leader
- Exemplary classroom teaching

Knowledge & Skills

- Characteristics of an effective school and quality education provision
- Strategies for raising standards in primary education
- Application of IT to teaching and learning and management (preferably Target Tracker software)
- Benchmarking, assessment and data transfer
- Equal opportunities issues
- National policy and statutory framework for education

Leadership & Management

- Effective management of staff, systems and resources
- Maintain high standards of pupil behaviour and discipline
- Vision
- Initiate and manage change
- Strategic planning/prioritise
- Assist in the directing and co-ordination of the work of others
- Build, support and work as part of a team
- Contribute to devolving responsibility, delegation and monitoring
- Motivate and inspire
- Set standards/act as role model
- Manage discord
- Work in close harmony with the governing body
- Encourage parental involvement and support in the school community
- Supportive of pastoral care
- Commitment to promoting and supporting the school's Safeguarding policy

Elmstead Primary School

Person Specification – Deputy Headteacher Post 2019 (Cont)

Decision-Making

- Creative and imaginative problem-solving
- Analyse, interpret and understand information
- Make decisions based on relevant data/information

Communication Skills

- Communicate effectively, written and oral, with a range of audiences
- Deal sensitively with others
- Negotiate, consult and influence
- Network
- Manage good communication systems

Self-Management

- Time management/prioritising
- Work under pressure/meet deadlines
- Acting professionally at all times
- Take responsibility for own professional development

Attributes

- Adaptable/flexible/ approachable
- Good sense of humour
- Energy, vigour and perseverance
- Enthusiasm
- Self- confidence
- Good listener
- Reliability and integrity
- Commitment
- Personal Impact and presence