



Grange Primary School: Deputy Headteacher job specification

Specification	Essential	How measured	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> • QTS • Degree 	1,4 1,4	<ul style="list-style-type: none"> • Good Honours Degree. • NPQSL / NPQH. • Evidence of further study leading to a professional qualification. 	1,4 1,4 1,4
Experience	<ul style="list-style-type: none"> • Teaching across the primary age range and EYFS experience, across a range of schools. • Being an exemplar teaching practitioner and role model. • Continuing career development. • Holding a leadership role. • Creating and implementing school vision, policies and procedures. • Self-evaluation and school development planning. • Demonstrable experience of successful line management and staff development. • Improving the quality of education through staff development. 	1,2,3 1,2,3 1,2 1,2 1,2 1,2,3 1,2 1,2	<ul style="list-style-type: none"> • At least 5 years successful teaching experience. • Strong EYFS practitioner experience. • Successfully leading change, creativity and innovation across the whole school. • A track record of having undergone school-based research which has impacted on school priorities. • Carrying out performance management for staff. 	1,2 1,2 1,2 1,2 1,2
Skills and knowledge	<ul style="list-style-type: none"> • An understanding of the accountability to pupils, parents, governors and the Local Authority / MAT. • Use of assessment and data analysis and the ability to use it to set targets and improve outcomes for all pupils. • A sound understanding of phase specific education from EYFS to KS2. • An understanding of, and a commitment to diversity and equality principles and practices. • A knowledge and understanding of effective school budget management including: SEND funding, pupil premium and sport premium funding • An ability to organise people and resources to provide an efficient, effective and safe learning environment. • An ability to assist with staff deployment e.g. allocation of duties through timetables and rotas. • An ability to develop and coach others, 	1,2 1,2,3 1,2,3 1,2 1,2 1,2 1,2	<ul style="list-style-type: none"> • A demonstrable ability to lead and develop a core curriculum area. • At least 3 years leadership experience. • Experience of strong governance. • Experience of managing the school effectively on a day to day basis in the absence of the Headteacher. 	1,2 1,2 1,2 1,2

	<p>identifying and delegating appropriate tasks and projects to support this.</p> <ul style="list-style-type: none"> • An understanding of high-quality teaching and the ability to model this to others and support others to improve. • An understanding of the need to develop / maintain community links and multi-agency working. • Confidence in the use of Information Technology to support leadership and pupil outcomes • Demonstrate the ability to set high expectations and develop a successful learning environment. • Experience in monitoring, evaluating and developing the effectiveness of the curriculum. • Demonstrate exemplary professional people management including support and challenge. • Use of effective strategies to promote and develop pupils' learning behaviours, attitudes and personal development. 	<p>1,2</p> <p>1,2,3</p> <p>1,2</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,2</p> <p>1,2,3</p>		
Personal qualities and attributes	<ul style="list-style-type: none"> • Ability to motivate and inspire staff and set high expectations. • Demonstrating high standards of personal integrity, loyalty, discretion and professionalism, publicly supporting all decisions of the Headteacher and Governing Body. • Maintaining high morale, confidence and presence amongst staff and stakeholders • Effective communication and interpersonal skills; parental communication, building teams, effective working relationships. 	<p>1,2,3</p> <p>1,2</p> <p>1,2,3</p> <p>1,2,3</p>	<ul style="list-style-type: none"> • Demonstrable ability to think strategically, critically and to solve problems. 	1,2,3
Safeguarding	<ul style="list-style-type: none"> • Level 2 Safeguarding training. • An up to date knowledge of child protection procedures and safeguarding of pupils. • Demonstrating a commitment to safeguarding and promoting the welfare of children and young people. 	<p>1,4</p> <p>1,2,3</p> <p>1,2,3</p>	<ul style="list-style-type: none"> • DSL / Level 3 Safeguarding training. • Safer Recruitment training. 	<p>1,4</p> <p>1,4</p>

How tested: 1 - application form, 2 – interview, 3 – interview process including tasks, 4- certificates