

Newton Westpark Primary School

Person Specification / Selection Criteria

Deputy Headteacher

A. Training & Qualifications

	Essential	Desirable	Source A = Application I = Interview
Qualified Teacher Status	E		A
Recognised Degree	E		A
Evidence of involvement in INSET as a participant and as a provider	E		A/I
Evidence of continued CPD	E		A/I
Recent and relevant training to support school improvement, including assessment and core subject development		D	A/I

B. Experience

	Essential	Desirable	Source
Experience of strategic responsibilities in school leadership and management	E		A/I
Experience of engaging parents to support their children's progress	E		A/I
Experience of teaching key skills of numeracy and literacy to a wide range of learners	E		A/I
Experience of leading initiatives at phase and whole school level	E		A/I
Experience of leading an area of curriculum development	E		A/I
Experience of the process of school development and improvement planning	E		A/I
Experience of participating in a team approach to management, including change management	E		A/I
Experience in staff deployment and development	E		A/I
Experience of planning and delivering INSET	E		A
Experience of end of Key Stage Assessments	E		A
Experience of successful teaching in KS1	E		A/I

and KS2			
Experience of involvement with a Governing Body		D	A/I
Experience of whole school management and leadership		D	A/I
Experience of Performance Management of a team of teachers		D	A/I
Experience of impacting on the performance of others		D	A/I
Experience of data analysis, including the marking, moderation and administration of SATs		D	A/I
Experience of target setting		D	A
Experience of working with children from a variety of social backgrounds		D	A
Experience of involvement in the evaluation and prioritisation of elements in the School Improvement Plan		D	A/I
Experience of leading Assemblies		D	A
Experience of active involvement in a school cluster/consortia		D	A/I

C. Knowledge and Understanding

	Essential	Desirable	Source
A good understanding of all of the curriculum from EYFS to KS2	E		A/I
Understanding child protection and safeguarding issues	E		A/I
Understanding the role of the leadership group within school	E		A/I
Understanding of the Ofsted Inspection Framework and the process and place of self-evaluation	E		A/I
Understanding current curriculum management and the school's role in providing for all pupils	E		A
Understanding the interpretation of data e.g. FFT aspire, IDSR etc. and its potential impact on pupil progress		D	A/I
Understanding monitoring and assessment across a key stage		D	A/I
Understanding how to quality assure teaching and learning		D	A/I
Understanding Ofsted definitions of excellence in teaching and learning		D	A/I
Knowledge of financial management requirements within a Primary School		D	A/I

D. Personal Skills and Characteristics

	Essential	Desirable	Source
Ability to analyse data to set priorities for school improvement	E		A/I
Able to identify appropriate support and provision for individual children	E		A/I
Uses vision, initiative, and leadership in making change, to enhance and raise standards	E		A/I
Ability to manage change	E		A/I
Demonstrates resilience, optimism and a sense of humour	E		I
Supports the work of colleagues and promotes staff development, with an understanding of its relevance to performance management	E		A/I
Involves staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school	E		A/I
Able to manage behaviour effectively at class and phase level	E		A/I
Ability to listen and respond to adults and children, drawing on good interpersonal skills	E		A/I
Skilled in coaching and mentoring colleagues to develop them professionally	E		A
Takes a positive attitude to behaviour management	E		A/I
Aware of own strengths and areas for improvement and listen to, reflect and act upon feedback from others	E		A/I
Ability to work effectively under pressure, to prioritise work and operate to tight deadlines	E		A/I
Seeks advice and support when necessary	E		A
Is calm, innovative, enthusiastic, and committed	E		A/I
Thinks analytically and creatively when solving problems	E		A/I
Takes responsibility for management across a key stage		D	A
Ability to use ICT with confidence and enthusiasm		D	A

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A

