EMMANUEL HOLCOMBE PRIMARY SCHOOL

PERSON SPECIFICATION: DEPUTY HEADTEACHER

*Please consider this person specification carefully when preparing the application form and letter of application, as it identifies clearly where we will gather evidence to make judgements at the time of short-listing and during further recruitment activities.*

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **SOURCE OF INFORMATION** |
| Education and Training | * Qualified primary teacher status * Evidence of attendance on appropriate and relevant in-service courses | * Definite interest in future NPQH or currently undertaking NPQH | Application form  Training course list |
| Relevant experience | * Substantial recent primary teaching experience in more than one school * Excellent classroom teacher with a proven commitment to improving the quality of children’s learning * Outstanding staff relations * Experience in a management role including successful leadership of a core subject at whole school level * Successful experience of improving the quality of teaching and learning, through processes of monitoring and support * A proven track record of raising attainment * Experience of contributing to school improvement, as a member of a leadership team, including School Improvement Planning * Experience of managing and using pupil attainment and tracking data bases to raise standards and interpret trends * Evidence of liaising successfully and collaboratively with colleagues, parents, governors and various partnership/ agencies * Experience and knowledge of managing challenging behaviours across school * Experience of teaching across the primary phases | * Experience of supporting/mentoring colleagues in order to secure school improvement. * Experience in more than one school or context * Experience in organising and leading parents’ meetings including PTA * Experience of leading SEN as SENCo | Application form  Letter of Application  Interview  Reference |
| Knowledge and Understanding | * Good understanding of the processes of safeguarding and promoting the welfare of children * An excellent understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress of children of primary age * A good understanding of the importance of the culture and ethos of a school in securing high standards and of strategies for improving these * Good understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level, in accordance with the school’s policy * Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils * An understanding of the role of parents and the community in school improvement and how this can be promoted and developed | * Knowledge of equality of opportunity issues and how they can be addressed in schools | Letter of Application  Interview  Reference |
| Aptitude and Skills | * Ability to provide a model of best practices, through teaching in own or others classrooms * To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others * To be able to articulate a clear vision for high quality education in a diverse community * Passion for inspiring all stakeholders to be the ‘Best They Can Be’ * To have a good personal presence and a sense of humour * To be able to communicate clearly both orally and in writing with a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies * To relate well to children and be responsive to their needs. * To be able to develop and maintain effective relationships with all members of the school community and outside agencies. * To be approachable, flexible and accessible * To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines * To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions * To be able to understand, interpret and present school performance data | * Skills at managing change positively and proactively * Experience of effective working with governors * Experience of using ICT as a management tool * Experience of leading staff meetings and INSET | Letter of Application  Interview  Reference |

**Safeguarding:**

As an employee of Emmanuel Holcombe CE Primary School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality Diversity and Inclusion:**

Emmanuel Holcombe CE Primary School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.