



Person Specification – Deputy Headteacher

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Successful leadership at senior level in a primary school
2	Thorough understanding of the National Curriculum and assessment requirements across EYFS, KS1 and KS2
3	Experience of planning, leading and monitoring the impact of a subject area across the primary age range
4	Experience of creating, monitoring and evaluating a school development plan
5	Experience of analysing data to identify gaps in pupil achievement
6	Knowledge of effective strategies to raise standards and close gaps in pupil achievement
7	Experience of monitoring, managing and improving the performance of staff
8	Experience of using ICT effectively and efficiently to manage pupil data
9	A proven hard worker who can prioritise, achieve deadlines and where necessary, delegate effectively
10	The implementation of equal opportunities practice.
11	Evidence of continuing professional development

Desirable

1	Completed or working towards NPQH and/or management/postgraduate qualification
2	Completed DSL training
3	Experience of teaching in at least two primary schools

Part B: Assessment Stage

Items 1 - 8 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Excellent primary practitioner with high expectations.
2	Excellent communication skills and the ability to communicate effectively with a variety of audiences



RAVENSWOOD

PRIMARY SCHOOL

3	A team player who can manages time effectively
4	Excellent interaction with pupils, staff, governors, parents and the wider community to promote the ethos of the school
5	Energy, enthusiasm and the ability to work under pressure
6	An innovative and creative thinker
7	Excellent interpersonal skills, including the ability to inspire people to work towards common goals
8	Develops good relationships of respect, trust and professional regard and creates capacity in others
9	Be aware of current legislation, policies and guidance on the safeguarding of learners and the promotion of their well-being.
10	

Desirable

9	Other interests / expertise that would add to the extra-curricular life of the school and benefit learners.
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	Yes
Teaching Observation	Yes	Structured discussion with pupils and staff	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate from the Disclosure Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 check
4	Qualified teacher status
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Medical clearance
7	A good attendance record