

Person Specification/Selection Criteria for Deputy Headteacher at Whitefield Primary School.

The applicant will be required to safeguard and promote the welfare of children and young people

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process. The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met.

These assessment tools include (but are not limited to) the application form (A), supporting statement (A), information gathered during the interview process (I) and references (R).

[A] Qualifications

	Qualification requirements	Essential/ Desirable	A I R
1	Qualified teacher status	E	A
2	Degree	E	A

[B] Professional Development

	Qualification requirements	E/D	
3	Evidence of appropriate professional development for the role of Deputy Headteacher	E	A
4	Up to date safeguarding training and knowledge of legislation for the protection of young people	E	A
5	Willingness to pursue externally validated qualifications eg NPQH	E	A

[C] School leadership and management experience

6	Evidence of direct involvement in whole school SEF strategies and analysis and successful impact of self- evaluation and school improvement strategies	E	AIR
7	Successful experience of leading one or more curriculum areas	E	AIR
8	Proven and evidenced track record of having led whole school initiatives and demonstrated impact	E	AIR
9	Experience of working effectively within staff teams and resolving conflict	E	AIR
10	Evidence of proactively engaging in the day to day leadership and management of school	E	AIR
11	Experience of line management and appraisal of staff	E	AIR
12	To have had responsibility for policy development and implementation	E	AIR
13	To have had experience of and the ability to support other staff with their professional development across the primary range (e.g. peer support, mentoring, coaching, delivering training)	E	AIR
14	Work positively with parents and carers, and the wider community	E	AIR
15	To demonstrate an awareness of current national education policy	E	AIR
16	Evidence of visionary education involving technology	D	AIR
17	Evidence of working collaboratively with the governing board	D	AIR

[D] Experience and knowledge of teaching

18	Proven excellence in teaching pupils within the primary phase	E	AIR
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19	Thorough knowledge of teaching and learning across all three Key Stages in the primary phase.	E	AIR
20	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement and accelerate progress for all pupils.	E	AIR
21	Ability to promote inclusion and meet the needs of all pupils	E	AIR
22	A commitment to addressing diversity positively	E	AIR

[E] Professional Attributes

23	Ability to deal effectively and positively with a range of pupil behaviours	E	AIR
24	An ability to communicate effectively, both orally and in writing, with a range of audiences	E	AIR
25	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E	AIR
26	Have a good commitment to sustaining regular attendance at work	E	AIR
27	A commitment to professional development for self and others.	E	AIR
28	A desire to further develop as a primary leader	E	AIR
29	Ability to support and develop the vision of the school	E	AIR
30	Ability to motivate adults and children	E	AIR
31	Experience of working collaboratively with the headteacher and the leadership team to bring about change and move the school forward on its improvement journey	D	AIR

[F] Personal Qualities

32	A passion for pupil aspiration	E	AIR
33	Excellent interpersonal skills	E	IR
34	Be committed to working with a high level of integrity and professionalism	E	AIR
35	Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E	AIR
36	Ability to build and maintain good relationships with colleagues, parents and members of the wider school community	E	AIR
37	A willingness to work collaboratively with other schools and agencies locally and nationally	D	AIR
38	The ability to perform effectively under pressure	E	AIR
39	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E	AIR

[G] Safeguarding

40	Displays commitment to the protection and safeguarding of children and young people	E	AIR
41	The ability to form and maintain appropriate relationships and personal boundaries with young people	E	AIR
42	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	AIR
43	Will co-operate and work with relevant agencies to protect young people	E	AIR

[F] Professional Skills

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the Headteacher' Standards 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in Whitefield Primary School throughout the appointment process.

[H] Confidential References

44	Positive recommendation from all referees, including current employer	E	R
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[I] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post