



Ridgewood Community High School

Eastern Avenue, Burnley, BB10 2AT

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www.ridgewood.lancs.sch.uk

Headteacher: Mr I Carden
Deputy Headteachers: Mrs J Lea, Mr R Clegg

PERSON SPECIFICATION – DEPUTY HEADTEACHER (QUALITY OF EDUCATION)

QUALIFICATIONS AND EXPERIENCE			
ESSENTIAL	ASSESSED THROUGH	DESIRABLE	ASSESSED THROUGH
- Educated to honours degree level. - Qualified Teacher Status. - Experience of teaching across SEND - At least 2 years' experience as AHT or higher. - Experience of multi-agency work and Collaboration. - Experience and secure understanding of safeguarding procedures. - Experience of managing and supporting change and implementing and leading strategic elements of a School Improvement Plan.	(AF) (AF) (IP) (IP) (AF) (IP) (AF) (IP)	- Educated to master's degree level or NPQH. - Qualification in Senior Leadership. - Qualifications linked specifically, to children with SEND or holds a SENCO qualification - Experience of teaching across SEND. - Experience of leading on safeguarding procedures as either the DSL or DDSL - Experience of recent involvement in the EHCP process. - Experience of using and interpolating Data	(AF) (AF) (AF) (AF) (IP) (AF) (IP) (AF) (IP)



• Experience of contributing effectively to the Performance Management/ Appraisal of teachers and developing and nurturing staff. • Experience of reporting to and/or working alongside School Governors. • Experience of recent involvement in the EHCP process. • Experience of delivering staff Training. • Proven record of curriculum development, design and delivery. • Knowledge of accreditation for pupils with SEND. • Experience of chairing meetings. • Engagement in ongoing and recent professional development.	(AF) (IP) (AF) (IP) (AF) (IP) (AF) (AF) (IP) (AF) (IP) (IP) (IP)		
PERSONAL QUALITIES - ESSENTIAL			ASSESSED THROUGH
• An uncompromising focus on the needs of the children, with high expectations and a commitment to reducing barriers to learning. • A high level of self-awareness and a commitment to personal development and improvement. • Calm and objective in challenging or stressful situations. • Confidence to promote the values of the school to different audiences. • An ability to inspire and motivate others and to secure engagement with new ideas and approaches.			(AF) (IP) (AF) (IP) (AF) (IP) (AF) (IP) (AF) (IP)



Self-motivated, organised, flexible and resilient.		(AF) (IP)	
Non-judgmental and challenging approach to safeguarding and families.		(AF) (IP)	
Approachable, friendly, empathetic.		(AF) (IP)	
KNOWLEDGE AND SKILLS			
ESSENTIAL	ASSESSED THROUGH	DESIRABLE	ASSESSED THROUGH
Use systems and processes and refine these to improve efficiency and reduce teacher workload.	(AF) (IP)	Understand and retain information about complex subject matters and apply knowledge.	(AF) (IP)
Manage a curriculum budget and prioritise spending in areas of need.	(AF) (IP)	Demonstrate excellent written English skills including spelling, editing and writing for different audiences.	(AF) (IP)
Liaise effectively and positively with other adults, negotiating positive outcomes.	(AF) (IP)		
Lead and respond collaboratively within a large staff team.	(AF) (IP)		
Follow and respect statutory requirements, collating information and presenting this professionally within a given time frame.	(AF) (IP)		
Prioritise, organise and delegate appropriately, seeing tasks to completion.	(AF) (IP)		
Undertake supportive and occasionally difficult conversations.	(AF) (IP)		
Ensure the EHCP process is effective and supportive for pupils and their families.	(AF) (IP)		



Analyse and interpret data from different sources and to then use this to suggest possible improvements.	(AF) (IP)		
Persuade, inspire and motivate others, building and maintaining positive relationships.	(AF) (IP)		
Make decisions both collaboratively and independently	(AF) (IP)		

Application Form (AF)
References (R)
Interview process (IP)

Notes:

This job description may be amended at any time in consultation with the postholder.

