



## OVERFIELDS PRIMARY SCHOOL Deputy Head Teacher – Person Specification

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional further educational qualifications suitable to the post</li> <li>• Professional development in preparation for a leadership post</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• An outstanding teacher with evidence of raising standards</li> <li>• Excellent knowledge of the new national curriculum an implementing a creative approach to a curriculum that motivates and excites children</li> <li>• Extensive successful teaching experience in the primary age range</li> <li>• Proven leadership &amp; management experience in the primary age range</li> <li>• Experience of teaching in more than one key stage</li> <li>• Experience of leading aspects of school improvement in a significant area</li> <li>• Analysis and interpretation of data available to school leaders to inform school improvement. Significant experience required to analyse and present this to a variety of audiences to support driving standards forward, narrow gaps and allocate funding.</li> <li>• Experience of leading a range of INSET for staff</li> <li>• Be skilled in self evaluation</li> <li>• Proven successful behaviour management strategies</li> <li>• Experience of working in partnership with parents and other agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and involving school Governors – understanding their role and impact</li> <li>• Experience of working with &amp; developing links with the community</li> <li>• Knowledge and understanding of supporting the successful integration of children from different backgrounds</li> <li>• Budgetary management and principles of best value</li> <li>• Understanding and experience of the role of Deputy nominated teacher for safeguarding</li> <li>• Experience of using coaching and mentoring skills to raise standards</li> </ul>
<b>Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"> <li>• Evidence of using data analysis, progress analysis and target setting to inform whole school development</li> <li>• Show a deep understanding, and ability to lead on, interpreting, analysing and presenting school data</li> <li>• Confident use of ICT communication skills</li> <li>• Up to date knowledge &amp; understanding of the current national education agenda</li> <li>• Understanding of how children &amp; adults learn and effectively apply their learning</li> <li>• Evidence of effective teaching, assessment, target setting and evaluating</li> <li>• Working knowledge of statutory safeguarding requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in using handheld devices, for example I Pads</li> </ul>

<b>Leadership skills</b>	
<ul style="list-style-type: none"> <li>• To assist the head in leading primary school This will require the ability to:</li> <li>• Lead on the development of assessment and data analysis</li> <li>• Lead and manage people to work both individually and in teams towards a common goal</li> <li>• Delegate and monitor effectively</li> <li>• Aid the head to initiate and manage change &amp; improvement in pursuit of strategic objectives</li> <li>• Motivate and inspire by setting and following high standards</li> <li>• Understands and secures accountability of others</li> <li>• Be a performance management appraiser</li> <li>• Demonstrate the importance of distribution and delegation of leadership responsibilities</li> <li>• Seek advice &amp; support when necessary</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Ability to investigate, resolve problems &amp; make decisions</li> <li>• Collect and weigh evidence, make judgements and take decisions in line with good educational practice</li> <li>• Think creatively &amp; imaginatively to solve problems and identify opportunities</li> <li>• Experience of leading, challenging and developing staff to secure improvement</li> <li>• Be relentless in their drive to raise standards and support children's learning</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaken a leadership course such as NCSL 'Leadership Pathways' or similar</li> <li>• Evidence of successful development planning</li> <li>• Evidence of professional development relevant to preparation for assistant/deputy headship</li> <li>• Has a good understanding of pupil premium and has experience of ensuring their progress is accelerated and supported</li> </ul>

<b>Communication Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to communicate clearly and take into account, where appropriate, the views of others</li> <li>• An ability to negotiate and consult</li> <li>• Effectively communicate orally and in writing to a range of audiences, especially parents</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to communicate with a range of stakeholders beyond the school</li> </ul>
<b>Self Management Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to plan time and organise work effectively</li> <li>• Prioritise and manage time</li> <li>• Work under pressure and meet deadlines</li> <li>• Be self motivating and set personal goals</li> </ul>	
<b>Personal attributes</b>	
<ul style="list-style-type: none"> <li>• To have drive and initiative</li> <li>• To have enthusiasm and a positive "can-do" approach to challenges and solving problems. Relentlessly positive</li> <li>• Strong personal leadership and management skills that inspire and motivate while being ambitious for the school</li> <li>• To be able to adapt to changing circumstances</li> <li>• To be imaginative, creative and innovative</li> <li>• To be reliable</li> <li>• Demonstrate resilience, perseverance and the ability to cope with the pressures of a demanding management position alongside a strong determination to succeed</li> <li>• To be thorough and attentive to detail</li> <li>• To have great integrity</li> <li>• Committed to the pursuit of excellence through reflective practice and continued professional development</li> <li>• A commitment to the broader life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Development of extra curricular provision/ curricular enrichment</li> </ul>

<b>Application</b>	
Candidates should indicate their areas of strength and expertise, projects or areas of school development on which they have led and how team work has formed a key element.	
<b>References</b>	
Two fully supportive references to cover all the candidates professional and personal qualities. The post will require a satisfactory disclosure clearance (DBS) at an enhanced level	Note: Please ensure all referees details are full and correct and your references will be available before the interview day