



# LONGTON LANE PRIMARY SCHOOL

*A place to learn, a place to achieve, a place to enjoy*

## DEPUTY HEADTEACHER

### PERSON SPECIFICATION/SELECTION CRITERIA

#### [A] TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source A – application I – interview R – references
Qualified teacher status	√		A
Degree		√	A
Evidence of continued personal and professional development	√		A

#### [B] EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

	Essential	Desirable	Source
Proven successful teaching experience across the primary range	√		A
Senior Strategic leadership experience		√	A, R

#### Leadership and Management role in:

➤ improvement planning and evaluation		√	A,I
➤ curriculum review, management and development	√		A,I
➤ establishing and developing effective policies and procedures		√	A,I
➤ data analysis and target setting	√		A,I
➤ evaluating the quality of teaching and learning	√		A,I
➤ directing, co-ordinating and motivating others	√		A,I,R

#### Experience of and Involvement in:

➤ staff selection, deployment and development		√	A,I
➤ resources and financial management		√	A,I
➤ developing school reputation and role in the community	√		I
➤ developing an innovative curriculum		√	I
➤ appropriate safeguarding policies and procedures	√		A,I

## **[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

**Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and of their implications for a school.**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Pupils' educational, physical, personal, and emotional development	√		A,I
Pupil's spiritual, moral, social and cultural development	√		A,I
The Governing Body and their leadership role within the school		√	I
Inclusive education including the happiness, well-being, self esteem and progress of all children, staff and Governors	√		A,I
Understanding of and commitment to the five outcomes of the Every Child Matters agenda	√		I
Understanding the school's role in the community	√		I

## **[D] PERSONAL SKILLS AND ABILITIES**

**Applicants should be able to demonstrate that they have the necessary personal skills and abilities required for the post.**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
The ability to lead, motivate and inspire	√		I,R
The ability to communicate both orally and in writing to a range of audiences, and to be a good listener	√		A,I,
Effective interpersonal skills in a range of contexts	√		I,R,
The ability to work under pressure and meet deadlines	√		I,R,
Self confidence, personal impact and presence	√		I,
The ability to think analytically and flexibly	√		I,R,
Commitment, enthusiasm, reliability and integrity	√		I,R
The ability to lead, motivate and manage change	√		I,R
The ability to seek advice and support when necessary	√		I,R,
The ability to foster effective relationships with parents and wider community	√		I

**[E] OTHER REQUIREMENTS**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Application forms should be completed in full	√		A

**Letters should be: (No CVs)**

Clear and concise, and no more than 2 sides of A4 paper. Font size should be no lower than size 10	√		A
Underpinned by personal philosophy for primary education	√		A
Clear in addressing the criteria identified in the person specification	√		A

**[F] CONFIDENTIAL REFERENCES AND REPORTS**

	<b>Essential</b>	<b>Desirable</b>
Two written professional references, one from your current Local Authority confirming professional and personal knowledge, skills and abilities referred to above.	√	
Confirmation of suitability to work with children	√	
Positive recommendation from current/most recent employer	√	
Health and attendance record satisfactory to the Governing Body	√	
Satisfactory DBS clearance	√	