



CARR GREEN PRIMARY SCHOOL

Personnel Specification: Deputy Headteacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Training	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of keeping up to date with current educational thinking in the primary sector • Evidence of commitment to continued professional development 	<ul style="list-style-type: none"> • Further educational qualification; post graduate qualification • Maintenance of a Continued Professional Development portfolio • SENDCo qualification 	<ul style="list-style-type: none"> • Application Form • Interview • References • Certificates
Professional skills and Experience	<ul style="list-style-type: none"> • Successful, outstanding teaching experience in the primary age range • Substantial knowledge and understanding of teaching and learning at EYFS, Key Stage 1 and Key Stage 2 • Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement 	<ul style="list-style-type: none"> • Successful experience of leading on Inclusion • Successful experience of providing in-service training 	<ul style="list-style-type: none"> • Application Form • Interview • Certificates
Knowledge	<ul style="list-style-type: none"> • A clear understanding of the essential qualities necessary for effective teaching and learning • A clear understanding of the principles of effective assessment for learning. • Confident in whole school self-evaluation • Up to date knowledge & understanding of the current national education agenda • Knowledge of how to raise the achievement of disadvantaged children through Pupil Premium funding • Knowledge of current safeguarding child protection procedures • Working knowledge of the SEND code of practice 	<ul style="list-style-type: none"> • Experience of staff management including Performance Management • Understanding of the work of Governors 	<ul style="list-style-type: none"> • Application Form • Interview
Skills and Abilities	<ul style="list-style-type: none"> • Demonstrate outstanding teaching experience • Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement • Inspire, challenge, motivate and empower others to carry the vision forward • Lead and manage people to work towards common 		<ul style="list-style-type: none"> • Application Form • Interview • References • Classroom Observation

	<p>goals</p> <ul style="list-style-type: none"> • Ability to investigate, resolve problems and make decisions • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate) • Ability to establish and maintain positive relationships with pupils, staff, parents, the community and Governing Board • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education • Expecting and facilitating all children to reach their full potential • Ability to effectively manage pupil discipline and have a commitment to a high level of pastoral care • Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines 		
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated, adaptable and committed to achieving high standards • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • Flexible in approach • Effective in all aspects of communication and time management • Committed to continuing professional development for self and others 	<ul style="list-style-type: none"> • Willingness to promote the school in the wider community 	