



Learning in the Light of Christ

St Thomas' Catholic Primary School

Person Specification– Deputy Head teacher



Job Title:	Deputy Head teacher
Reports to:	Head teacher and Governors
Grade:	Teacher's Pay & Conditions

Education Qualification and Experience

- QTS (E)
- Graduate or equivalent (E)
- Qualification in Catholic teaching or leadership (Desirable)
- Significant primary experience across age range and in more than one school (E).
- Successful strategic leadership and management at senior leadership level (E).
- Proven ability to lead a major curriculum area (E)
- Recent experience in a Catholic school (D)
- Successfully led whole school curriculum initiatives (E)
- Experience of inclusion and SEN provision in a primary setting (D)

Personal Qualities

- Catholic (E)
- Good interpersonal skills (E)
- The ability to listen and develop a presence within the school community and to be approachable with key listening skills (E)
- Ability to be an active, motivational member of teams, leading on school improvement initiatives (E)
- A hard working, self-motivated, enthusiastic and committed attitude (E)
- Excellent personal organisational skills, ensuring effective work/life balance (E)
- A positive outlook and the dedication to achieve success, including when working under pressure. (E)
- Ability to prioritise, meet deadlines and manage own time effectively (E)
- Can challenge, motivate and relate well to children and adults (E)
- Can value and inspire trust and confidence among all stakeholders (E)
- Can handle and resolve conflict effectively (E)
- Can use initiative in a variety of contexts (E)

- Excellent communication skills and the ability to engage (oral and written) with a wide range of audiences (pupils/parents/wider community) (E)
- High expectations of self and others (E)
- Committed to updating professional skills (E)
- Significant knowledge and understanding of current educational climate (E)

Leading Teaching and Learning

- Excellent teaching skills; able to model, develop and share best practice in order to impact upon others (E)
- Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs (E)
- A secure understanding of assessment procedures and practices which enhance pupils' learning (E)
- High standards of classroom organisation and stimulating learning environment (E).
- A secure understanding and experience of effective planning, implementation and assessment of a broad, challenging and balanced curriculum, following statutory requirements (E)
- Ability to play a leading role in implementing a positive reflective learning ethos, in line with the school vision and aims (E)
- Ability to develop strategic school improvement planning, including ensuring curriculum action plans are on track and align with the SIP (E)
- Maintenance of high standards of behaviour whilst ensuring an ethos of challenge and support for pupils in order to achieve success (E)
- The ability to access, analyse and interpret relevant performance data to ensure the best provision is given to all pupils (E)
- Dedication to the extra-curricular life of the school (E)
- Commitment to collaborating and networking with schools to improve outcomes (E)
- Ability to promote SMSC integrally throughout the school (E)
- Proven ability to raise standards of teaching, learning, and achievement by motivating, challenging, supporting and developing staff (E)
- Knowledge and experience of leading Monitoring, Evaluation and Review Programmes linked to school improvement (D)

Management Abilities

- To manage self-evaluation of our school and its performance (E)
- To manage change effectively (E)
- To delegate management tasks and monitor their implementation (E)
- To foster an ethos of professional development and leadership skills within the school community (E)

- To have a progressive attitude towards the use and application of ICT and curriculum development (E)
- To analyse information accurately, produce and implement pertinent action plans and reports (E)
- Effective administrative and organisational skills including managing projects and communicating clearly with a wide range of audiences.
- Ability to cope with stressful situations in a calm manner.

PERSONAL AND PROFESSIONAL CONDUCT

You are expected to demonstrate consistently high standards of personal and professional conduct, within and outside school, by:

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- showing tolerance of and respect for the rights of other
- Promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of St.Thomas' School and maintaining high standards in your own attendance and punctuality.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism and publicly support all decisions of the Headteacher and governing body.

April 2017