

St Mary's Church of England Primary School  
**PERSON SPECIFICATION**

**Job Title:** DEPUTY HEAD TEACHER

**Grade:** Leadership Scale L8 – L12

**Responsible to:** HEAD TEACHER

**OVERALL RESPONSIBILITY:**

- To assist the Head Teacher in managing the school on a day-to-day basis.
- To deputise for the Head Teacher in the event of absence or other urgent business.
- To promote and develop the school's distinctive Christian standards and character.
- Monitor, evaluate, improve and review the quality of teaching, learning and assessment.
- Ensure appropriate Safeguarding measures are in place, and followed, across the school.

**PERSON SPECIFICATION**

Description:	Essential	Desirable
<b>Professional Qualifications</b>		
• Qualified teacher status	<input type="checkbox"/>	
• Evidence of professional development in preparation for school leadership, gained within the last two years	<input type="checkbox"/>	
• Hold, or be working towards, NPQH or equivalent qualification		✓
<b>Knowledge, Skills and Experience</b>		
• A well-grounded and inspirational individual with recent experience of Assistant or Deputy Head Teacher in a primary school setting	<input type="checkbox"/>	
• Evidence of driving up standards of teaching and learning to ensure excellent outcomes for pupils, including reducing the gap for disadvantaged pupil groups	<input type="checkbox"/>	
• A commitment to understanding of how a Church school differs from a community school.		<input type="checkbox"/>
• Evidence of developing, and successfully implementing, whole school strategies to raise standards	<input type="checkbox"/>	
• Experience of tackling underperformance, with an appropriate outcome	<input type="checkbox"/>	
• Evidence of a sound knowledge and understanding of the whole primary phase	<input type="checkbox"/>	
• Outstanding classroom practitioner with the ability to inspire others	<input type="checkbox"/>	

● Knowledge and understanding of the wider educational agenda and how that impacts on school life	<input type="checkbox"/>	
● In depth knowledge of the statutory requirements pertaining to schools	<input type="checkbox"/>	
● Extensive knowledge of safeguarding procedures and experience of dealing with them	<input type="checkbox"/>	
● Experience in generating fundraising opportunities		<input type="checkbox"/>
● Experience of working with digital communications technologies	<input type="checkbox"/>	
● Experience of adhering to financial procedures and of managing a significant school budget with probity		<input type="checkbox"/>
● Experience of teaching in more than one Key Stage		<input type="checkbox"/>
● Successful teaching experience in different schools		<input type="checkbox"/>
● Experience of achieving successful outcomes in Ofsted inspections	<input type="checkbox"/>	
● Experience of contributing towards successful outcomes in SIAMs inspections		<input type="checkbox"/>
<b>Leadership and Management</b>		
● A leader with presence and visibility, who inspires, motivates and empowers others, restless to continue improving the quality and robustness of the teaching team and the outcomes for children	<input type="checkbox"/>	
● A person who sets high standards and holds people to account	<input type="checkbox"/>	
● Proven track record of leading others, appointing staff, conducting appraisals and managing performance	<input type="checkbox"/>	
● Evidence of successfully developing teams of professionals, delegating effectively and managing change	<input type="checkbox"/>	
● Has a thorough grasp of whole school data and how to use it to drive further improvements	<input type="checkbox"/>	
● Is articulate and approachable with excellent communication skills, both verbally and in writing	<input type="checkbox"/>	
● A strategic thinker with the ability to analyse, prioritise, operationalise and meet deadlines	<input type="checkbox"/>	
● Highly organised, with the ability to anticipate and manage in a complex and changing environment	<input type="checkbox"/>	
● Evidence of working with the Governing Body and staff to manage the preparation, implementation and monitoring of the School Plan and self-evaluation process	<input type="checkbox"/>	
● Experience of working in partnership with parents, other schools, the church and Local Authority, and commitment to the collaborative ethos of local partnerships	<input type="checkbox"/>	
● The ability to implement and evaluate appropriate evidence based improvement plans and policies	<input type="checkbox"/>	
● The ability to develop others through inspirational leadership, managing teamwork, issues, conflict and influence change by pursuing collective goals	<input type="checkbox"/>	
<b>Teaching and Learning</b>		
● Understanding of the national changes within education, including curriculum, assessment and Inspection frameworks	<input type="checkbox"/>	
● Experience of organising and implementing the curriculum, establishing creative and effective approaches to teaching and learning	<input type="checkbox"/>	
● Experience of securing high standards of behaviour and attendance, ensuring an ethos of challenge and support	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>• The ability to ensure an inclusive environment, taking account of the richness and diversity of the school community, promoting positive strategies for challenging prejudice</li> </ul>	□	
<ul style="list-style-type: none"> <li>• Experience of leading Collective Worship and Religious Education in a church school</li> </ul>		□
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• Have good knowledge of Child Protection and Health and Safety Legislation and understand the role of Designated Safeguarding Leader</li> </ul>	□	
<ul style="list-style-type: none"> <li>• The ability to promote and safeguard the welfare of all the children within the care of our school</li> </ul>	□	
<ul style="list-style-type: none"> <li>• The ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection</li> </ul>	□	
<ul style="list-style-type: none"> <li>• The ability to ensure Safer Recruitment Practice</li> </ul>	□	
<b>Personal Qualities and Attributes</b>		
<ul style="list-style-type: none"> <li>• A reflective person, living by a clear set of values in sympathy to Ashford St Mary's</li> </ul>	□	
<ul style="list-style-type: none"> <li>• Excellent communicator with all stakeholders</li> </ul>	□	
<ul style="list-style-type: none"> <li>• Good organisational skills, flexible and an ability to prioritise.</li> </ul>	□	
<ul style="list-style-type: none"> <li>• A person with a passion for children's learning and development, and a genuine respect of 'childhood' with a commitment to securing the best outcomes for children</li> </ul>	□	
<ul style="list-style-type: none"> <li>• Demonstrates commitment to the well-being of staff, as well as pupils.</li> </ul>	□	
<ul style="list-style-type: none"> <li>• Demonstrates experience in building a total school community, actively including staff, pupils, parents, governors and the church</li> </ul>	□	
<ul style="list-style-type: none"> <li>• A person who is collegiate in approach, who works well with others in local networks and communities</li> </ul>	□	
<ul style="list-style-type: none"> <li>• A person with energy and initiative who can manage their own time effectively in order to achieve challenging goals</li> </ul>	□	

May 2021