

## PERSONNEL SPECIFICATION

### JOB TITLE: Deputy Headteacher – Meltham CE Primary School

		CRITERIA	RANK	HOW IDENTIFIED
<b>RELEVANT EXPERIENCE</b>	1.1	An excellent classroom practitioner with significant teaching experience within the primary age range	A	Application form and Interview.
	1.2	Proven ability to demonstrate good primary practice, positive behaviour management and act as a role model for colleagues.	A	
	1.3	Experience of school development planning.	A	
	1.4	Proven experience of leading staff development including mentoring and appraisal.	A	
	1.5	Experience of monitoring, evaluating and improving the quality of teaching and learning.	A	
	1.6	Knowledge and experience of assessment, data analysis, target setting strategies and their use in school self-evaluation and improvement.	A	
	1.7	Experience across the primary age range in more than one school setting.	B	
	1.8	Experience of developing a pupil's voice and involving pupils	A	
	1.9	Substantial experience of working as part of a Senior Management Team to improve outcomes for learners.	A	
	1.10	Experience leading in Key Stage 1	A	
	1.11	Experience leading in Reception	B	
<b>EDUCATION AND TRAINING</b>	2.1	Qualified Teacher Status.	A	Application form.
	2.2	Evidence of continuing professional development.	A	
	2.3	Aspiring to headship	B	
	2.4	Evidence of other appropriate professional qualifications.	B	
	2.5	Experience of LA moderation work at KS2	B	

		CRITERIA	RANK	HOW IDENTIFIED
<b>GENERAL &amp; SPECIAL KNOWLEDGE &amp; SKILLS</b>	3.1	A good awareness of school leadership, a clear vision and the enthusiasm and ability to translate this in to practice.	A	Application form and Interview.
	3.2	Demonstrate an ability to lead and work within a team.	A	
	3.3	Excellent interpersonal and communication skills with the ability to nurture positive relationships with parents and the community (a good level of ICT skills is assumed).	A	
	3.4	Ability to balance teaching and management roles.	A	
	3.5	Knowledge of current education issues and developments.	A	
	3.6	An understanding of Child Protection issues and an ability to share the lead in Safeguarding through school.	A	
	3.7	An ability to deal with challenging situations.	A	
	3.8	A commitment to the development of a creative, cross-curricular approach to learning.	A	
	3.9	Experience of supporting other schools with school improvement	B	
	3.10	An understanding of GDPR and its role in primary education settings.	B	
<b>ADDITIONAL FACTORS</b>	4.1	Strong commitment to and experience of working with parents/carers.	A	Application form and Interview
	4.2	Commitment to fostering links with the wider community.	A	
	4.3	Willingness to support and lead out of school activities.	A	
	4.4	An ability to prioritise and stay focused on key areas in light of the many demands faced.	A	
	4.5	Energy, drive, enthusiasm, flexibility, patience, warmth and commitment with a positive approach to managing change.	A	
	4.6	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	A	

**Note to applicants:** You will only be shortlisted from the details in the application form if you meet all the criteria ranked as A. If a large number of applications are received only those who also meet the criteria ranked B will be shortlisted.