

**HARCOURT PRIMARY SCHOOL  
DEPUTY HEADTEACHER PERSONAL SPECIFICATION**



| ESSENTIAL   | DESIRABLE   |
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| <p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Honours Degree or equivalent</li> <li>• Successful completion of courses such as NPQSL, NPQML, Leadership Pathways or Leading from the Middle</li> <li>• Evidence of sustained and relevant professional development.</li> </ul>   | <ul style="list-style-type: none"> <li>• Willingness to complete the National Professional Qualification for Headship</li> </ul>  |
| <p><b>Professional Experience</b></p> <ul style="list-style-type: none"> <li>• Teaching experience in more than one Key Stage</li> <li>• Successful recent leadership of a significant subject /area including responsibility for raising standards across the whole school</li> <li>• Successful experience of school improvement planning</li> <li>• A proven track record of teaching/leading EYFS/KS1/KS2</li> <li>• Current knowledge and experience of effective assessment practice and pupil tracking systems</li> <li>• Experience of successfully working with colleagues to improve teaching and learning</li> <li>• Experience of effectively supporting children with significant barriers to learning to achieve within the context of a mainstream classroom.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of teaching in more than one school setting</li> <li>• Experience of leading English across the whole school</li> <li>• Recent leadership and management experience such as Phase Leader, Key Stage Leader, Assistant Head Teacher or Deputy Headteacher</li> </ul> |
| <p><b>Professional Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• A proven track record as an excellent classroom practitioner with evidence of sustained good pupil progress</li> <li>• Experience of implementing strategies to raise standards of teaching in response to data analysis</li> <li>• Demonstrate a passion for teaching and learning</li> <li>• In-depth knowledge of curriculum development and pedagogy</li> <li>• Sound grasp of assessment, recording and reporting</li> <li>• Ability to maintain high standards of behaviour, attendance and conduct whilst ensuring an ethos of challenge and support of children and parents in order to achieve success.</li> </ul>   | <ul style="list-style-type: none"> <li>• An excellent understanding of the EYFS Framework and Key Stage One Curriculum</li> <li>• An understanding of whole school finance and budgeting.</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Able to access, analyse and interpret relevant data and communicate this effectively to staff and other stakeholders</li> <li>• A sound understanding of recent developments in education practice, assessment, appraisal and OFSTED inspections</li> <li>• An up to date knowledge of child protection procedures and commitment to safeguarding pupils.</li> </ul>  |   |
| <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Ability to lead, motivate and inspire staff and pupils to achieve their full potential</li> <li>• An ability to lead and manage change whilst sustaining the school's good practice</li> <li>• Effective time management skills</li> <li>• Has a sensitive yet rigorous approach to mentoring, coaching and supporting the improvement of teaching</li> <li>• Is able to evidence improving the teaching of others</li> <li>• Demonstrates professional integrity and respect</li> <li>• Is able to delegate, support and motivate others to achieve specific targets</li> <li>• Has high expectations of attainment and behaviour.</li> </ul>  | <ul style="list-style-type: none"> <li>• Has experience of staff appraisal and a commitment to Performance Management</li> <li>• Experience of working alongside members of the Governing Body</li> </ul> |
| <p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Leads by example</li> <li>• Is an excellent classroom practitioner with evidence of sustained good pupil progress</li> <li>• Is ambitious for the school, for the staff and for every child</li> <li>• Has vision, passion and enthusiasm for learning</li> <li>• Evidence of being able to build and sustain effective working relationships with staff, Governors, parents/carers and the wider community</li> <li>• Using excellent oral and written communication skills tailored to the needs of the audience, including excellent listening skills</li> <li>• An honest and open approach to working with staff in order to foster mutual trust and respect</li> <li>• Excellent people skills that demonstrate enthusiasm and sensitivity while working with others, even in the most challenging of circumstances</li> <li>• A positive outlook and the ability to manage stressful situations sensitively</li> <li>• An innovative thinker and open to new ideas.</li> </ul> |   |

