

Henlow V.C. Middle School

PERSONNEL SPECIFICATION

Deputy Headteacher (Teaching, Learning & Assessment)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified Teacher Status Degree Evidence of relevant continuing professional development. 	<ul style="list-style-type: none"> Qualification in Leadership and Management e.g. 'Leading from the Middle' or 'Leadership Pathways' Evidence of personal professional development related to school leadership and management
WORK EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> A proven track record of successful teaching experience Experience of leading innovation and creativity in the curriculum. Successful experience of leading change Experience of middle leadership e.g. Year Leader or Subject Leader Successful experience of motivating others to adapt to new challenges Experience of working with others to raise standards in learning 	<ul style="list-style-type: none"> Experience of teaching in a middle school Current senior leadership experience Knowledge of strategic financial planning, resourcing and budgetary management Coaching or mentoring experience Experience of creating a teaching timetable

	<ul style="list-style-type: none"> • Experience and knowledge of the National Curriculum core subjects • A working knowledge of safeguarding procedures and Health & Safety issues • Knowledge of the Ofsted framework • Experience of analysing and evaluating pupil performance data 	
<p>Professional Skills & Abilities</p>	<ul style="list-style-type: none"> • Excellent practitioner with a proven track record, and a passion for children’s learning • Ability to use initiative, “see the big picture”, use judgement and make decisions • Ability to support and develop the vision and aims of the school • Ability to review and update school policies and procedures and ensure implementation by all staff • Ability to utilise appropriate documentation and data to inform ideas for school improvement; plan, implement and evaluate • Ability to carry out effective monitoring exercises and use these to inform school improvement • Ability to support, motivate and inspire staff 	<ul style="list-style-type: none"> • Adaptable approach to teaching style • Flexible approach to dealing with situations as they arise

	<ul style="list-style-type: none">• Ability to be proactive, innovative and confident in leading school improvement to raise children's achievement• Able to support the development and well being of children in order to increase achievement and raise standards• Ability to lead and manage staff in all aspects of school life, including the area of professional development• Able to provide clear information and advice to children, parents/carers, staff, governors and external agencies• High expectations for self and others underpinned by a strong commitment to raising achievement for all pupils• Commitment to meeting the personalised learning needs of every child• Willingness to undertake further professional development e.g. NPQH• Excellent communication skills (written, oral and ICT skills)• Ability to effectively communicate with an audience• Ability to create a positive ethos	
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	<ul style="list-style-type: none"> • Proven ability to use data to inform strategic planning • Ability to implement strategies for raising pupils' achievement • Ability to produce and implement policies • An effective team player • Excellent inter personal skills • Good understanding of current National initiatives 	
<p>Other qualities</p>	<ul style="list-style-type: none"> • Enthusiasm and sense of humour • Positive attitude • Calmness, tolerance and sensitivity • Smart personal appearance • A clear understanding of why they are applying for this post at Henlow V.C. Middle School 	<ul style="list-style-type: none"> • Adaptability • Willingness to share ideas