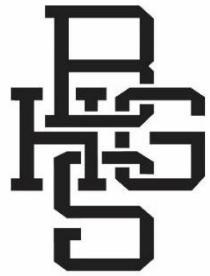


Bishop's Hatfield Girls' School

Person Specification – Deputy Headteacher



E = Essential, D = Desirable	
Qualifications / Education / Training	
Degree level education	E
Qualified Teacher Status	E
Evidence of a commitment to continued professional development so as to sustain up-to-date knowledge and understanding of educational developments	E
Evidence of continued and relevant professional development in school leadership and management	E
Experience	
Proven successful experience in a senior leadership post for 3 or more years in a secondary school	E
Experience of teaching across the whole secondary age range	E
Proven consistent, highly effective teaching in the secondary classroom	E
Proven track record of efficient and timely management of workload and a flexible approach to crisis management and change	E
Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes	E
Proven track record of successfully creating teams and managing their performance	E
Knowledge	
Possess an excellent subject knowledge and understanding of underlying pedagogy in order to deliver successful outcomes	E
Evidence of current knowledge and understanding of local, national and global education	E
Understanding of data and ability to use it effectively to enhance pupil performance	D
Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so	E
Knowledge and understanding of behaviour strategies and their impact	E
Safeguarding trained	E
Leadership and Collaboration	
Able to embrace, communicate and implement the coherent vision for the school in partnership with all stakeholders	E
Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this	E
Proven ability to lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection	E
Proven ability to build a culture where pupils feel confident that their concerns will be listened to and acted upon	E
Proven ability to lead and adapt to change, able to assess new ideas and implement them if they improve pupils' learning	E

Ability to encourage parents/carers to play their part in their child's learning (both in and out of school)	E
Knowledge and experience of working productively with the governing body and an understanding of its statutory duties	E
Proven experience of managing people, including staff appraisal reviews and supporting ongoing professional development	E
Skills & Competencies	
Excellent interpersonal and communication skills, both orally and in writing	E
Excellent organisational skills	E
Ability to process and interpret information	E
Demonstrate a high level of competence in using ICT	E
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines whilst maintaining a sense of humour	E
Ability to work flexibly and share workloads, particularly during periods of pressure	E
Team player	E
Ability to negotiate and problem solve	D
Accuracy and reliability	E
Ability to work well with a wide range of people, including pupils, staff, parents/carers and governors (including when presented with challenging behaviours)	E
Strong role model for pupils	E
Awareness and acceptance of the school's equal opportunities' policy	E
Personal Attributes	
Evidence of clear values and moral purpose which places pupils at the heart of all decisions	E
An awareness of the school aims and ethos and a willingness to actively engage in the school community	E
Demonstrating personal behaviour consistent with the school's ethos and vision	E
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being	E
Absolute commitment to ensuring the safety and well-being of pupils	E
Proven record of being transparent and accountable to parents/carers, governors, relevant external bodies and the local community	E
Self motivated - ability to work on own to achieve successful outcome	E
Have energy, commitment and attention to detail	E
Ability to make decisions and use own initiative	E
Creative, comes up with ideas	E
Prepared to learn new skills	E
Positive outlook	E

All employees are expected to be familiar with and subscribe fully to the school's Code of Conduct – this includes signing an ICT acceptable use agreement.