ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Post: Deputy Headteacher – Harwood Park Primary School **Grade: L8-12**

Note to Applicants:
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the Council / School will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Experience	• Qualified Teacher Status • Degree • Evidence of ongoing professional development • Excellent primary classroom practitioner who has high expectations and is committed to raising standards • Has impacted positively on the academic outcomes for children and standards across the wider school	Checking of certificates, application form and Interview	• NPQSENCO or willing to works towards • Documented evidence of training around supporting others including NQTs, ECTs and Student Teachers	Application Form

	• Experience of successfully leading a core curriculum area and raising standards across the whole school • Up to date knowledge of current primary education issues and the leadership and management of learning and teaching • Experience of managing change and implementing and leading part of a school improvement plan • Experience of contributing to the Performance Management/Appraisal of colleagues • Experience of developing and nurturing colleagues using a variety of approaches so as to support them in becoming outstanding practitioners • Have recent experience leading a team • Work positively with parents and carers			
Skills and Knowledge	• Excellent knowledge of learning and teaching and the ability to coach others to inspire this across colleagues • Use and knowledge of the impact of ICT on learning and teaching • Good knowledge of inclusion issues and strategies • Excellent classroom and behaviour management skills • Experience of teaching across KS1 and KS2. • Experience of developing home school partnerships • Experience of reporting to and/or working alongside Governors	Application Form and Interview		Application Form and Interview

Skills and Knowledge Continued	• Ability and confidence to sensitively and effectively manage change to the benefit of the school • High level of written and oral communication skills • The ability to work on own initiative, prioritising and managing time effectively • Experience of working with and forming strong and purposeful links with other agencies • Experience of dealing with safeguarding and child protection issues within a school context and the relevant legislation relating to this • Ability to set up effective working teams, develop team approaches and work as part of a team • Knowledge of current educational issues • Be committed to the development of self and colleagues • Ability to establish and sustain good relationships with parents, pupils, governors, staff and the wider community • Ability to take responsibility for the development and delivery of teaching and learning within at least one area of the curriculum and aspect of the whole curriculum • Ability to share responsibility with the Headteacher for target setting and the raising of standards and attainment across the school. Other areas of responsibility to be agreed with the Headteacher • Know the responsibilities of a Governing Board and be able to contribute to their work through effective and purposeful partnership working	Application Form and Interview		

Specialist Knowledge	• Specialist knowledge of at least one core curriculum area and the leading of this subject area across a school • Experience and successful use of assessment and data analysis to raise standards • Experience of and successful development of assessment recording and reporting procedures • Knowledge of compiling and implementing raising attainment plans and target setting	Application Form and Interview		Application Form and Interview
Job related skills	• Experience in person management • Ability to develop a key stage area, and other areas across the wider school, working with staff in a positive, supportive and effective way • Be supportive in ensuring inclusive practice	Application Form and Interview	• Promote active learning, developing problem solving / investigative approaches.	Application Form and Interview

	ESSENTIAL CRITERIA	**HOW IDENTIFIED**	**DESIRABLE CRITERIA**	**HOW IDENTIFIED**
Personal Qualities	• Highly motivated, committed and positive • Calm when under pressure • Can lead, manage and inspire • Creative • Ability to motivate, enthuse and engage children • Rigorous and thorough • Set self high personal standards • Ability to communicate with staff and outside agencies and members of the local community • An awareness, understanding and commitment in ensuring inclusive practice • The ability to converse at ease with customers and service users and provide advice in accurate	Application Form and Interview		

	spoken English is an essential requirement of this post.			
Other	• A commitment to work to involve parents, governors and the community in the work of the school	Application Form and Interview	• Commitment to some evening work.	Application Form