

# WOODFIELD SCHOOL PERSON SPECIFICATION



**JOB TITLE: Deputy Headteacher**

	Essential	Desirable	Method of Assessment
<b>1. EDUCATION, KNOWLEDGE AND EXPERIENCE</b>			
Qualified teacher status	✓		Application Form
Graduate or equivalent	✓		
Demonstrable commitment to own continued professional development	✓		Interview
Experience of working with severe and profound learning difficulties	✓		References
Significant experience in senior management	✓		
Experience in areas of whole school improvement and Ofsted	✓		Certificates
Proven track record of implementing a curriculum for pupils with severe and profound learning difficulties including autism	✓		
Experience of undertaking assessments within all or several key stages	✓		
Experience of developing and implementing whole school positive behaviour strategies	✓		
Knowledge of working to external accredited qualifications and vocational qualifications		✓	
Demonstrable experience of excellent communication and interpersonal skills	✓		
Evidence of the ability to monitor, evaluate and review the impact of policies and targets	✓		
Excellent classroom practitioner	✓		
Proven ability in the implementation of strategies for increasing achievement to an excellent standard, including the use of data and benchmarks to monitor progress in learning	✓		
Demonstrable knowledge of methods of enhancing social and personal development	✓		
Experience of working with multidisciplinary teams	✓		
Post graduate SEN qualification		✓	
Experience of IT assessment packages		✓	
<b>2. PERSONAL ATTRIBUTES</b>			
Candidate must be able to demonstrate:			
Confidence and skills to lead a successful team	✓		Interview
Excellent communication and facilitation skills with all stakeholders	✓		References
A passion for working with pupils with SEN and their families	✓		
Ability to work flexibly to meet the needs of the school	✓		Application Form
Ability to work with the Headteacher to motivate and work with others to create a shared culture and positive climate	✓		
High level of resilience and determination	✓		
Confidence to make difficult decisions for the good of the school and pupils, and the ability to manage the outcome strategically	✓		
Non-judgmental, tolerant and creative	✓		
Commitment to and a genuine interest in the pastoral welfare of the school community	✓		
Calm and organised approach to work under pressure and the ability to inspire confidence in others	✓		
Ability to plan and prioritise workload in order to meet deadlines	✓		
Adopt a reflective approach to work	✓		

<b>3. PROFESSIONAL QUALITIES: STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL</b> Candidate must be able to:			
Think strategically, contributing to the build and communication of a coherent vision in a range of compelling ways	✓		Application Form
Support the Headteacher to inspire, challenge, motivate and empower others to carry the School's vision forward	✓		Interview
Demonstrate the values and vision of the School	✓		References
<b>4. PROFESSIONAL QUALITIES: LEADING, LEARNING AND TEACHING</b> Candidate must be able to:			
Demonstrate personal enthusiasm for and commitment to the learning process	✓		Application Form
Demonstrate the principles and practice of effective learning and teaching.	✓		Interview
Access, analyse and interpret information	✓		References
Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance management	✓		
<b>5. PROFESSIONAL QUALITIES: WORKING WITH OTHERS</b> Candidate must be able to:			
Demonstrate a commitment to own and others' professional development	✓		Application Form
Foster an open, fair, equitable culture and manage conflicts effectively	✓		Interview
Develop, empower and sustain individuals and teams	✓		References
Collaborate and network with others within and beyond the school	✓		
Challenge, influence and motivate others to achieve high goals	✓		
Give and receive effective feedback and act to improve personal performance	✓		
Accept support from others including colleagues, Governors, the LA, the DfE, etc	✓		
<b>6. PROFESSIONAL QUALITIES: BEING ACCOUNTABLE</b> – Candidate must be able to:			
Participate in the systematic and rigorous self-evaluation of the work of the school	✓		Application Form
Collect and use a rich set of data to understand the strengths and weaknesses of the school	✓		Interview
Contribute in combining the outcomes of regular school self-review with external evaluations in order to develop the provision	✓		References
<b>6. PROFESSIONAL QUALITIES: COMMUNITY</b> Candidate must be able to:			
Recognise and take account of the richness and diversity of the school's communities	✓		Application Form
Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities	✓		Interview
Listen to, reflect and act on community feedback	✓		References
Build and maintain effective relationships with parents, carers, partners and the community that enhances the outcomes for all pupils	✓		
<b>7. SPECIAL KNOWLEDGE</b> Candidate must be able to demonstrate:			
Extensive knowledge of special needs curricula	✓		Application Form
Knowledge of statutory requirements and relevant legislation relating to school leadership and management including health and safety, child protection and safeguarding	✓		Interview
			References