



Excellence for All

## Deputy Headteacher – Person Specification

<b>Post title:</b>	Deputy Headteacher
<b>School:</b>	Manor Green School
<b>Pay range:</b>	L21 – L25 (£82,825 to £91,205)
<b>Line manager:</b>	The Headteacher
<b>Responsibility:</b>	Curriculum

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### Qualifications:

1. Degree qualified (essential)
2. Qualified Teacher Status or recognised equivalent (essential)
3. Significant and current ongoing professional development in school leadership (essential)
4. Master's Degree qualified (desirable)
5. Qualifications in Special Education (desirable)

### Experience:

6. Recent experience of working successfully as a senior leader in a school (essential)
7. Experience of working successfully as a middle or senior leader in a large school (desirable)
8. Experience of leadership from more than one school (desirable)
9. Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice (essential)
10. Responsibility for raising standards (across the Ofsted Key Areas) across the whole school (essential) and beyond (desirable)
11. Recent experience of organising whole school functions, fundraising events and promotion of the school to the external stakeholders (desirable)
12. Experience of working with students with special educational needs (essential)
13. Experience of working in a special school (desirable)

### Professional Knowledge:

14. Knowledge of educational methodologies, including special educational methodologies (essential)
15. A clear understanding of the essential qualities necessary for effective teaching and learning and effective school leadership (essential)
16. Exceptional demonstrable knowledge of MIS in education, with particular focus on student progress data management and comparisons (desirable)
17. Up to date knowledge of statutory regulations and guidance relating to the post, with particular focus on the achievement of pupils with special educational needs (essential)
18. Thorough understanding of, and ability to clearly explain, the current political educational agenda in the UK, together with the latest debates surrounding school curriculum, SEN, funding and teacher training (essential)



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19. Current awareness of the key aspects of employment and Health and Safety legislation in the UK (essential)
20. Sound financial acumen (essential)

### **Personal qualities and professional skills:**

21. Demonstrable high quality Literacy and Numeracy skills (essential)
22. Demonstrable high quality teaching skills (essential)
23. Demonstrably exceptional organisational skills (essential)
24. Demonstrable IT skills, including in-depth knowledge of Microsoft Office packages and use of the Internet and social media (essential)
25. Demonstrable punctuality, diligence (essential)
26. Proficient MIS user, including SIMS, Classroom Monitor, RAISE online (desirable)
27. Ability to analyse data to evaluate pupil progress and the performance of pupil groups, and plan an appropriate course of action for whole school improvement (essential)
28. Ability to develop and review whole school systems to ensure robust evaluation of school performance and actions to secure lasting improvements (essential)
29. Ability to deal effectively, diplomatically yet decisively with crisis and conflict situations, leading them to positive resolution (essential)
30. Ability to work successfully with a range of external agencies (essential)
31. Ability to lead by example, motivate and manage school teams to successfully achieve agreed goals (essential)
32. Ability to remain calm under pressure (essential)
33. Effective team leadership, working collaboratively with others and developing teams through formal and informal activities (essential)
34. Effective communication skills (verbal, written, online) aimed at a wide range of audiences (essential)
35. Courageous, positive, resilient, enthusiastic, respectful and adaptive (essential)
36. Committed to workforce development and distributed leadership (essential)
37. In favour of open, consultative, collegiate management style (essential)

### **The postholder will demonstrate:**

- Commitment to our Motto: *Excellence for All*
- Commitment to our Code of Conduct: *The Golden Rules* ©
- Commitment to our vision
- High expectation of self, students and staff
- Ability to effectively lead a large team of middle leaders, teachers and support staff in realising the vision and values of the school, as part of the Senior Leadership Team, keeping ahead of international, national and local SEN agenda based on a thorough knowledge of educational issues



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### **Note to candidates:**

Candidates who apply for this post will be asked to write a Personal Statement (maximum 1000 words) on:

- their motivation to work as the Deputy Headteacher at Manor Green School
- how they meet the selected criteria and what strengths they would bring to our school
- how their past experience examples demonstrate impact on the school's overall effectiveness
- their vision for a thriving and successful special school in the next 5 years