



Deputy Headteacher Sofrydd Primary School

Person Specification / Selection Criteria

Method of Assessment : A = Application / I = Interview / R = Reference
/S= shortlisting criteria

[A] Qualifications, Experience and Professional Development

	Essential or Desirable	A	I	R
Qualified teacher status (S)	E	A		
Degree or equivalent (S)	E	A		
Training in preparation for Deputy Headship/whole school leadership /Other) (S)	D	A		
Evidence of continued Professional Development (S)	E	A	I	

[B] Leadership, Management and Teaching Experience

	Essential or Desirable	A	I	R
Relevant management experience Significant successful leadership and management experience that has lead to raising standards and whole school progress – <i>for example</i> – subject leader/ key stage leader/ ALNCo/ whole school responsibility/ consultant or teacher adviser (S)	E	A	I	R
Relevant management experience – continued- Existing Deputy Headteacher (DHT) experience or acting DHT experience (S)	D	A	I	R
Specific aspects of leadership and management – for example - School development planning/ monitoring and evaluation/ data analysis and target setting/ policy development and implementation (S) To support the development and monitoring of the budget and other school finances.	E D	A A	I I	R R
Teaching experience – relevant details of successful experience – Relevant experience of exemplary teaching practice within a Primary phases (S)	E	A	I	
NB: For shortlisted applicants a successful teaching observation will determine progress through to the final stages of the selection process.				

[C] Professional Knowledge and Understanding:

	Essential or Desirable	A	I	R
Knowledge of best practice and procedures for safeguarding children and young people	E		I	
Management of staff and effective team leadership (S)	E	A	I	
Working with the Headteacher in order to create and secure commitment to a clear vision for an outstanding school	E		I	
Knowledge and understanding of the Welsh Educational context and initiatives or the willingness to learn	E		I	

Leading Learning and Teaching In particular:	Essential or Desirable		I	R
The ability to articulate and communicate a vision of how education might develop to meet current and future challenges (S)	E	A		
Ability to demonstrate the principles and practice of effective learning and teaching(S)	E	A	I	
Strategies for improving the quality of learning and teaching (S)	E	A	I	R
Monitoring and evaluating the effectiveness of learning and teaching to ensure the continuous improvement of standards	E		I	R

Developing Self & Working with others In particular:	Essential or Desirable	A	I	R
The significance of interpersonal relationships and strategies for promoting individual and team development	E		I	
Promoting an open, fair and equitable culture	E		I	
Excellent team player with the ability to lead, motivate and inspire others	E		I	
The importance of partnership working and accepting appropriate support from others, including colleagues, governors,	E		I	

Securing Accountability In particular:	Essential or Desirable	A	I	R
School review, self evaluation and performance management practices	E		I	
Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school performance including pupil learning outcomes for individual, team and r whole school accountability for pupil learning outcomes	E		I	

Strengthening Community In particular:	Essential or Desirable	A	I	R
Strategies for developing and strengthening the school's links with the parents and carers wider community	E		I	

[D] Personal and Professional Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. Whilst these qualities may be demonstrated in a letter of application, they will be more fully assessed during the interview process and from the references.

	Essential or Desirable	I	R
Inspire, challenge, motivate and empower others to carry forward the shared vision	E	I	
Outstanding communication skills, with a range of audiences both orally and in writing	E	I	
Demonstrate personal enthusiasm for and commitment to leadership aimed at making a positive difference to children and young people	E	I	R
Build and maintain effective relationships, through interpersonal skills and effective communication	E	I	R
Foster an open, fair and equitable culture, managing conflict where necessary	E	I	R
Prioritise, plan and organise self and others	E	I	R
Think analytically and creatively in order to anticipate and solve problems	E	I	R
Be aware of own strengths and areas for development. Listen to and reflect on feedback	E	I	R
Demonstrate personal and professional integrity, including modelling values and vision	E	I	R
Demonstrate a capacity for sustained hard work	E	I	R
Demonstrate resilience and optimism	E	I	R
Demonstrate impact and presence	E	I	

[E] APPLICATION FORM AND LETTER

The application form should be **fully completed** and legible demonstrating your ability as an effective communicator (**S**)

All applicants are required to provide details of two referees. You are advised to read the relevant notes to applicants	E/D
A positive recommendation from current Headteacher	E
A supportive reference from LA (where provided) or another professional reference from a senior professional who has knowledge of your work.	E

[F] CONFIDENTIAL REFERENCES AND REPORTS

Only written references and reports, which should confirm support for the relevant professional and personal knowledge, skills and abilities referred to above.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received .A satisfactory Enhanced DBS check will also be required before commencement of duties.