



Orleans Primary School

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 Headteacher: Jane Evans BA (Hons) PGCE, NPQH



Deputy Headteacher Person Specification

	Essential	Desirable	Method of Assessment
Qualifications and Training	<ol style="list-style-type: none"> 1. DfE recognised teaching qualification 2. Further professional development including middle management training 3. Current enhanced DBS clearance (to be applied for by Orleans Primary School) 	<ol style="list-style-type: none"> 4. Interest in further professional development (e.g. NPQH) 5. Level 3 Safeguarding training 	<ul style="list-style-type: none"> • Qualifications check • Application form/covering letter
Experience	<ol style="list-style-type: none"> 1. Minimum 5 years primary school teaching experience, of which a proportion must have been in both KS1 & KS2 2. Recent knowledge and understanding of Early Years provision 3. Experience of monitoring and evaluating standards of teaching and learning 4. Experience of successful curriculum leadership and staff development 	<ol style="list-style-type: none"> 7. Experience of teaching in more than one school 8. Experience of leading the Performance appraisal process and the role of reviewer 9. Experience of liaising with other local primary schools and feeder secondary schools 10. Experience of working with Governors 11. Experience of analysing, and interpreting numerical data 	<ul style="list-style-type: none"> • Application form/covering letter • References • Interview



	<ol style="list-style-type: none"> 5. Experience of working well in partnership with staff, governors, children, parents and the wider community 6. Experience of managing staff/resources or involvement in school self-evaluation and development planning 		
Skills, Knowledge and Aptitudes	<ol style="list-style-type: none"> 1. Outstanding classroom practitioner and role model 2. A good understanding of the needs of children from Foundation stage to Key Stage 2 3. A thorough knowledge of inclusive and innovative curriculum and assessment provision 4. A good understanding of effective strategies to enhance Teaching and Learning opportunities and improve attainment 5. Up to date awareness and understanding of School Self-Evaluation and school Improvement planning 6. A good understanding of current educational initiatives and relevant legislation 7. Competent in the use of technology and a willingness to continue learning 8. Strong communication skills both orally and in writing 9. Ability to plan, organise and prioritise tasks 10. Ability to proactively see tasks through to completion and always to a high standard 	<ol style="list-style-type: none"> 11. Experience of analysing, and interpreting numerical data, identify trends and monitor standards and achievement against targets 12. A knowledge of Tapestry and Target Tracker as an assessment tool 13. Experience of using Integris or a similar MIS 	<ul style="list-style-type: none"> • Classroom observation • Application form/covering letter • References • Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Relates well to children 2. Positive and resilient with drive, loyalty, integrity, flexibility and a good sense of humour 3. Ability to work to a high standard under pressure and meet deadlines 		<ul style="list-style-type: none"> • Classroom observation • Application form/covering letter • References • Interview

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| | <ol style="list-style-type: none">4. Able to work both independently and as part of a team5. Ability to deal with challenging situations6. Proven leadership qualities to motivate and inspire others7. An ability to embrace change well8. Ability to deals with difficult situations effectively9. A commitment to inclusion, safeguarding and equality10. Able to develop effective working relationships with all external partners11. Willing to organise and take part in extracurricular activities12. Be solution focused13. A commitment to maintaining confidentiality at all times.14. A commitment to getting the best outcomes for all groups of pupils, and promoting the ethos and values of the school | | |
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