

**Ribbon Academy Trust**  
**POST OF DEPUTY HEADTEACHER and Member of Senior Leadership Team**  
**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

CATEGORY	ESSENTIAL	DESIRABLE	HOW CRITERIA WILL BE ASSESSED
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>Fully supported in reference</li> <li>Well-structured supporting letter indicating evidence of impact in attainment and progress that has resulted in sustained improvement in pupil achievement as well as management and leadership experience. (No more than 1500 words in arial size 11)</li> </ul>	<ul style="list-style-type: none"> <li>Tour of Academy requested</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Either evidence of further study – this could be ongoing and/or Further Professional Qualifications (NPQML/NPQSL)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Extensive experience in the primary phase.</li> <li>Extensive Senior Leadership experience</li> <li>Experience of successful and co-operative working as a member of a team</li> <li>Experience of the successful leadership of change</li> <li>Track record over time of raising pupil achievement</li> <li>Track record of actively promoting safeguarding procedures in a school</li> <li>Disseminating of relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>A range of leadership, management and teaching experience in more than one context</li> <li>Leadership of significant change</li> <li>Teaching experience in more than one Key Stage</li> <li>Experience/knowledge of SEND</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Curriculum management that has resulted in successful change and effective practice</li> <li>Experience of planning and managing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Significant contribution and evidence of impact to the professional development of other colleagues in schools</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations</li> <li>Proven leadership skills</li> <li>Curriculum management - planning, delivery and assessment</li> <li>Ability to analyse and evaluate external and internal data in order to accurately prioritise strategic leadership objectives.</li> <li>Experience, knowledge and understanding of education partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of administration and budget management processes</li> <li>Team building skills</li> <li>Communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A clear vision and understanding of the needs of all pupils to diminish the difference</li> <li>Detailed knowledge of the structure and content of the current primary and Early Years curriculum</li> <li>Understanding and knowledge of current issues in education</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of administrative procedures</li> <li>Experience of SIMS Admin system</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiastic, sensitive, resilient and appropriate focussed leadership whilst working with others</li> <li>Ability to initiate and lead change</li> <li>High quality care guidance and support for pupils and parents</li> <li>Evidence of being able to build and sustain effective working relationships with staff, pupils/children, Directors, parents and the wider community</li> <li>Flexibility and adaptability in order to be able to work with a wide range of people</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>