



DEPUTY HEADTEACHER & KEY STAGE 1/KEY STAGE 2 TEACHER AT THE BELVEDERE PREPARATORY SCHOOL

PERSON SPECIFICATION

POSITION:	DEPUTY HEADTEACHER & KEY STAGE 1/KEY STAGE 2 TEACHER
SCHOOL:	THE BELVEDERE PREPARATORY SCHOOL
JOB SALARY:	DEPENDENT ON EXPERIENCE
RESPONSIBLE TO:	HEADTEACHER

MAIN PURPOSE OF THE ROLE

Deputy Headteacher; monitoring and evaluating the Curriculum; Analysis of Assessment Data and Pupil Progress; Key Stage 1/ Key Stage 2 Class Teacher.

[A] QUALIFICATIONS

	ESSENTIAL	DESIRABLE	SOURCE
Qualified teacher status	E		A
Degree	E		A

[B] PROFESSIONAL DEVELOPMENT

	ESSENTIAL	DESIRABLE	SOURCE
Evidence of regular, recent and appropriate professional development for the role of Deputy Headteacher	E		A/I/R
Has successfully undertaken appropriate Child Protection training	E		A/I
Has successfully undertaken appropriate Designated Senior Person training		D	A/I

[C] SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE

	ESSENTIAL	DESIRABLE	SOURCE
Successful leadership in Primary context	E		A/I/R
To have taken an active involvement in school Self-Evaluation and School Development Planning		D	A/I/R
To have implemented and developed whole school initiatives	E		A/I/R
To have had experience of Assessment and Curriculum Policy development and implementation	E		A/I/R
To have had experience of and ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)		D	A/I/R

[D] EXPERIENCE AND KNOWLEDGE OF TEACHING

	ESSENTIAL	DESIRABLE	SOURCE
Experience of teaching in more than one school		D	A/I/R
Significant teaching experience across the primary age range		D	A/I/R
To have a current knowledge and understanding of all 3 Stages in the primary phase (Foundation, KS1 & KS2)		D	A/I/R
To be able to effectively use data, assessment and target setting to raise standards	E		A/I/R
To have an understanding of what constitutes Outstanding Teaching and Learning	E		A/I/R

[E] PROFESSIONAL ATTRIBUTES

	ESSENTIAL	DESIRABLE	SOURCE
Excellent written and verbal communication skills	E		A/I/R
To be able to communicate effectively with a wide range of people	E		A/I/R

At The Belvedere Preparatory School we endeavour to achieve the highest possible standards in all we do.



To be a leader of learning; demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
To have a working knowledge of curriculum development throughout the primary phase	E		A/I/R
To have a working knowledge of Assessment and Data analysis throughout the primary phase	E		A/I/R

[G] PERSONAL QUALITIES

	ESSENTIAL	DESIRABLE	SOURCE
Continue to promote our strong educational philosophy and values	E		A/I/R
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E		A/I/R
Be a positive and approachable role model at all times; a highly effective and respected representative of The Belvedere Preparatory School	E		A/I/R
Demonstrate a capacity to be a strong and visible presence in all areas of school	E		A/I/R
Build and maintain quality relationships, through interpersonal skills and effective communication	E		A/I/R
Demonstrate personal and professional integrity, including modeling values and vision	E		A/I/R
Inspire trust and confidence across the school and community	E		A/I/R
Prioritise, plan and organise themselves and others	E		A/I/R
Think analytically and creatively, and demonstrate initiative in solving problems	E		A/I/R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon, as appropriate, feedback from others	E		A/I/R
Able to empathise with others appropriately	E		A/I/R
Demonstrate passion and commitment	E		A/I/R
Demonstrate resilience and optimism	E		A/I/R

[H] CONFIDENTIAL REFERENCES AND REPORTS

Positive recommendation from all referees, including current employer	E
---	---

[I] APPLICATION FORM AND SUPPORTING STATEMENT

The Application Form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

SELECTION PROCESS

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references/safeguarding checks. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

VISITS TO THE SCHOOL

Visits to the school are strongly encouraged as it will enable you to make the decision if we are the right place for you. Please contact Mrs Maria Platt on 01514711137 or m.platt@belvedereprep.com to arrange a time for your visit. The visit will give you an opportunity to ask questions about the role and see the school to assess if this is somewhere you would like to work. An extensive tour of the school and the facilities will be included in the visit.

At The Belvedere Preparatory School we endeavour to achieve the highest possible standards in all we do.



APPLICATIONS

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

SHORTLISTING

We assess all applications against the Person Specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff and Board Members. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will confirm with a telephone call and notification via e-mail. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage. Lesson observations will form part of the interview process.

REFERENCES

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

INTERVIEW DAY

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

FINAL SELECTION

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation, if you would like.

OFFER OF EMPLOYMENT

We will make a verbal offer of employment by telephone and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications
- Medical clearance

TIME LINE

- | | |
|-------------------------------|--|
| ▪ CLOSING DATE: | Noon on 24 th April 2017 |
| ▪ SHORTLISTING: | w/c 24 th April 2017 |
| ▪ LESSON OBSERVATIONS: | w/c 1 st & 8 th May 2017 |
| ▪ INTERVIEWS: | w/c 1 st & 8 th May 2017 |