

## Employee Specification Form

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M23).

Post Number	Leasowe Nursery School (The Unity Federation)
Job Title	Assistant Headteacher
Department	Education
Prepared by and date	October 2021 – Stuart Mycroft

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised teaching qualification</li> <li>Range of in-service training related to school leadership, management and curriculum legislation</li> </ul>	App	<ul style="list-style-type: none"> <li>Successful completion of significant additional study relating directly to the education of primary-aged pupils and/or the management and organisation of a school.</li> <li>Participation in recent and relevant INSET which has contributed to raising standards in a Primary education setting.</li> <li>Completion of national college professional development course (or equivalent) such as NPQSL, NPQML, NPQH,</li> </ul>	App
<b>Experience</b> <ul style="list-style-type: none"> <li>Substantial and high-quality experience of teaching within the early years foundation stage</li> <li>Knowledge and understanding of the role and responsibilities of senior leaders and governing bodies within primary schools.</li> <li>Proven track record of outstanding classroom teaching</li> <li>Experience of subject leadership and driving change within their subject</li> <li>Responsible for an aspect of curriculum development, leading and motivating subject leaders and teachers through this process</li> <li>Experience of leading a team always striving to be better, with a hands on approach</li> <li>A proven track record of improving outcomes for children.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Experience across the Primary age range</li> <li>Experience of working effectively with a pro-active governing board</li> <li>Involvement in projects and initiatives which enhance teaching and learning</li> <li>Experience of working effectively with a range of external agencies and partner organisations</li> <li>Experience of being part of a team that has successfully led a school through an Ofsted</li> </ul>	App/Int
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Clear personal philosophy of education</li> <li>Secure knowledge of the EYFS framework</li> <li>Knowledge and experience of monitoring teaching, learning and the curriculum</li> <li>Ability to promote and develop the ethos of the school</li> <li>Experience in tracking and analysis of pupil progress data</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Confidence and competence in ICT and its effective use for curriculum and communication purposes</li> <li>A commitment to ongoing personal development</li> <li>An understanding of how national and local developments impact on school leadership and management</li> <li>Secure knowledge of the Ofsted framework</li> </ul>	App/Int

<ul style="list-style-type: none"> <li>• A proven ability to deliver a differentiated curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs.</li> <li>• Listen, reflect and communicate effectively.</li> <li>• A strong commitment to safeguarding and promoting the physical and emotional health and well-being of children, families and staff.</li> </ul>			
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Approachable, reliable, energetic, has presence and enjoys being highly visible to children, parents/carers and staff.</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community.</li> <li>• Sense of humour.</li> </ul>	App/Int		App/Int

## Employee Specification Form

These notes should be studied carefully before completing the letter of application.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

### **Essential or Desirable**

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

### **Personal Attributes**

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”.

Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? Eg live-in requirements, flexible working hours, weekend working.

### **Stage Identified**

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc