



Employee Specification Form

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (MO3)

Post Number	E208/03/01
Job Title / School	Assistant Headteacher - Heygarth Primary School
Department	Children & Young People's Services

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Recognised teaching qualification or equivalent qualification. Attendance at a range of in-service training dealing with current educational issues. Evidence of further relevant study / research i.e. completion of national college professional development courses (or equivalent) such as NPQSL, NPQML, NPQH. 	<p>App</p> <p>App</p> <p>App</p>		
Experience <ul style="list-style-type: none"> An excellent classroom practitioner who promotes outstanding learning and teaching. Experience of successfully leading a curriculum area. Experience of successfully managing and leading staff to promote positive change. Experience of leading INSET which leads to improved outcomes for children. Experience of analysing data that can be used to inform the School Improvement Plan. Working knowledge of assessment, target setting and pupil tracking, including of different groups of pupils, with ability to demonstrate how to enable appropriate provision to close gaps. Experience of taking a leading role in school self-evaluation strategies: monitoring and evaluating teaching and learning including providing constructive feedback. Successful experience of working with and engaging positively with parents. Experience of involvement in transition between Key Stages. Experience of a successful Ofsted inspection. 	<p>Obs/Ref/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> Experience of a key leadership role in school or of curriculum development through in-service support or outside own school e.g. SLE Experience of working effectively with Governors. Experience of supporting children with a range of SEND.. Experience of using Pupil Premium to narrow the attainment and achievement gap. Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils including traditional British values 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
Knowledge and skills <ul style="list-style-type: none"> In-depth knowledge of curriculum development and effective pedagogy to create a challenging, creative and effective indoor and outdoor learning environment. Excellent inter-personal skills and communication skills. Knowledge and expertise in positive behaviour management. Ability to challenge and support colleagues in order to raise standards of achievement for all pupils. Understanding of how to monitor the progress and the records of individual and groups of children across a key stage and provide feedback to the Headteacher and SLT. Think strategically to create a coherent vision with the ability to inspire, challenge, motivate and empower others to carry the vision forward. 	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>	<ul style="list-style-type: none"> The ability to engage parents and promote the caring family/community ethos of the school Knowledge and understanding of the Performance Management / Appraisal Framework and how this relates to teacher standards. Experience with any aspect of the budgeting process. 	<p>Int</p> <p>App/Int</p> <p>App/Int</p>

<p>Special Requirements</p> <ul style="list-style-type: none"> • Excellent organisational skills and ability to meet deadlines. • Commitment to promoting links between parents, governors, school, the local community and outside agencies. • A clear understanding of the current SEND legislation. • Expertise that will complement the skills of the existing SLT. 	<p>App/Int App/Int App/Int Int</p>	<ul style="list-style-type: none"> • Willingness to promote and participate in extra-curricular activities and school initiatives to promote an interesting and stimulating curriculum. • Understand the principles of effective teaching & learning and the ability to promote a positive culture of learning throughout the school 	<p>App/Int Int</p>
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Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post. They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job. Examples could be the possession of a current driving license or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential. Examples for certain jobs could be local government experience or knowledge of new technology.

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

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.