



## Employee Specification Form

Post Number	
Job Title	Assistant Headteacher – Vulnerable Groups – EAL, LAC and disadvantaged – Y4-6 leader
Department	Woodlands Primary School
Prepared by and date	J.L.Fleetwood - March 2024

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

Essential Personal Attributes	Desirable Personal Attributes
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Recognised teaching qualification</li> <li>Degree or recognised equivalent</li> <li>Further qualification eg. NPQ, DASE</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to attend further relevant study / management training</li> <li>Attendance at a range of In-service training dealing with current educational issues</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>An outstanding classroom practitioner with experience in KS2</li> <li>Leadership and management experience in a school</li> <li>Experience of using data analysis to inform aspects of teaching</li> <li>Experience of successful line management and staff development</li> <li>Experience of working with children with EAL and those new to the country</li> <li>Experience of working with governors</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of teaching and the curriculum for the different key stages</li> </ul>
<p><b>Knowledge and skills</b></p> <ul style="list-style-type: none"> <li>Experience of using assessment and data to improve pupil progress and attainment</li> <li>Excellent inter-personal relationships and communication skills with all stakeholders</li> <li>Ability to work as a part of a team to lead initiatives in teaching and learning and monitor its impact</li> <li>Knowledge of strategies needed to promote the performance of children with English as an additional language</li> <li>Knowledge and expertise in positive behaviour management</li> <li>Up to date knowledge of statutory regulations and guidance relating to this post</li> <li>Commitment to evidence-based research</li> </ul>	<ul style="list-style-type: none"> <li>Confidence and competence in ICT to support learning and facilitate other areas of school development</li> <li>Knowledge and understanding of SEND and the Code of Practice</li> </ul>
<p><b>Special Requirements</b></p> <ul style="list-style-type: none"> <li>Ability to support, motivate and inspire others</li> <li>Act as a role model of good classroom practice for other teachers</li> <li>Commitment to promoting links with parents</li> <li>Ability to deal with situations in an empathetic and holistic way</li> </ul>	

- Willingness to contribute to the life of school, its community and extra-curricular activities

# 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 licence 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.**