

Annie Lennard Primary School

The Oval, Smethwick, West Midlands, B67 6LE

0121 429 4284

Head Teacher – Mrs N Crozier

Chair of Governors – Mrs A Pemberton Smith



Appointment of Teaching staff Personnel Specification

Post Title	School/Centre	Employer	Grade
Deputy Head Teacher	Annie Lennard Primary School	Sandwell	Leadership range L 10 - 14

The Personnel Specification aims to provide a clear picture of the person you want to carry out the post. It should record the main attributes which the person needs and should be drawn from a critical examination of the job description.

	Essential Requirements	N/A	How Identified
<p>1. Physical</p> <p>Consider the real needs of the post. Be particularly wary about setting limits which actively discriminates against specific age groups and disabled people.</p>	<p>A good attendance record Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered.</p> <p>Smart, practical appearance to reflect the status of the post.</p>		<p>Job History from application form and reference.</p> <p>Performance on interview process.</p> <p>Sickness/Medical History information will be obtained from successful candidate after conditional offer of employment has been made.</p>
<p>2</p> <p>Qualifications/Relevant Experience</p> <p>What does the post require in the way of: level of formal qualifications/relevant experience. Describe these by level of attainment and by subject matter where appropriate or appropriate subject related qualification/ relevant experience (for unqualified teachers)</p>	<p>Degree and qualified teaching status</p> <p>A consistent record of continuous professional development</p> <p>At least 5 years successful teaching experience across the Primary age-range.</p> <p>At least 2 years proven experience as an effective leader in a Primary School.</p> <p>Experience of effectively leading and managing teams.</p> <p>Experience of successful school improvement and of raising standards in a given area.</p> <p>Experience of leading staff professional development including modelling good practice through coaching and mentoring to raise the quality of teaching and learning.</p>		<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p> <p>Employment history record.</p>

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	Essential Requirements	N/A	How Identified
and/or supplementary qualifications (for teachers of the deaf etc.)	<p>Experience of involvement in school improvement planning, including its implementation, monitoring and evaluation</p> <p>A track record of outstanding classroom practice and of innovative curriculum development.</p> <p>Experience of working with performance targets to raise school achievement at pupil, area and school level.</p> <p>Experience of using local, national and school data to monitor, evaluate and improve school performance</p> <p>A full understanding of safeguarding procedures and Child protection responsibilities.</p>		

	Essential Requirements	N/A	How Identified
<p>3. Training/Special Knowledge</p> <p>What does the post require in the way of: specific and/or specialist training/knowledge eg counselling, pastoral care, interpersonal skills. Practical training in the use of specific equipment.</p>	<p>Knowledge and understanding of...</p> <ul style="list-style-type: none"> • The Ofsted framework • The Curriculum • Local Safeguarding/CP procedures • School management systems including: <ul style="list-style-type: none"> ○ Monitoring and evaluation ○ Analysis and interpreting data and making decisions based on information. ○ School improvement planning ○ Health and Safety legislation ○ Working with stakeholders <p>Recent, relevant training in Teaching and Learning, Assessment and Child Protection to maintain high standards.</p> <p>Able to share good practice and set standards, acting as a role model and leading by example.</p> <p>Understanding of the curriculum and its assessment at all relevant key stages</p> <p>Ability and commitment to provide a rich, coherent and differentiated curriculum, appropriate to every pupil.</p> <p>Knowledge of the characteristics of an effective school and high quality education provision for all pupils, including those with special education or linguistic needs</p>		<p>Past training employment history from application form and records.</p> <p>Selection process by demonstration of ability to display knowledge and skills at the interview.</p>

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	<p>Able to direct and co-ordinate the work of others, motivating, inspiring and supporting staff in all matters of classroom practice, organisation, management and teaching methods</p> <p>Able to demonstrate a clear understanding of the use of ICT and e-learning to aid and promote the quality of teaching and learning.</p>		
<p>4. Circumstances (Personal)</p> <p>What kind of personal circumstances are required eg the ability to work unsociable hours, weekends, etc.</p> <p>Willingness to live in if the post requires (residential centres). Ability to travel to various locations.</p>	<p>Capacity and willingness to attend meetings and functions outside of school hours/evenings (residential trips).</p> <p>No holidays permitted in term time.</p>		<p>Ensuring candidates are aware of these requirements from the post description.</p> <p>Interview questions and application form details.</p>
<p>5. Practical and Intellectual</p> <p>What practical and intellectual skills are required for performing the duties of the post effectively eg, does the person need to be a practically oriented person, should they be able to make decisions, should they be able to understand, interpret, write and communicate information. What degree of manual dexterity is needed.</p>	<p>Understanding and implementation of process and complex systems</p> <ul style="list-style-type: none"> • Visionary and passionate about children – both as individuals and as achievers. • To communicate effectively both orally and in writing to a high standard. • A positive, solution-finding approach to tackling issues and solving problems. • Ability to consult, negotiate and influence others and to resolve conflict and manage change • Ability to establish effective, high-performing teams and develop team approaches • Emotionally intelligent leader. • Adaptable, positive and resilient • self confident, organised and approachable • Reliability and integrity • Reflective and self critical 		<p>Performance in related selection process.</p>

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	Essential Requirements	N/A	How Identified
6. Disposition How far does the job require: Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Must be able to relate well to a wide range of people using excellent communication skills. Must be self-motivated and be able to work independently effectively and efficiently. Must be able to work professionally as part of a team, with patience, enthusiasm and resilience. Must have empathy, warmth and a sense of humour. Must show a drive and ambition for school improvement As a role model, be <ul style="list-style-type: none"> • Innovative and inspirational • Energetic • A Problem solver • Organised and creative • Attentive to detail 		Performance in related selection process, e.g. exercises, group discussion, problemsolving, questions etc.
6. Any other additional requirements specific to this post.	Vetting & Barring Scheme Regulated Activity Registration and Enhanced DBS Disclosure Check required. GTC Registration.		Application form and interview questioning and reference.