

Employee Specification Form



Employer:	Oak Trees Multi Academy Trust
Job Title:	Deputy Headteacher
Host School:	Greasby Junior School
Prepared by and date:	Emma Ball – March 2024

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications			
Qualifications <ul style="list-style-type: none"> Recognised teaching qualifications Degree or equivalent qualification 	App App	<ul style="list-style-type: none"> Evidence of further relevant study NPQ or similar leadership training 	App App
Experience <ul style="list-style-type: none"> Successful experiences on a school leadership team within a primary school setting Proven experiences as an outstanding classroom practitioner in more than one year group Evidence of success at leading, managing and motivating staff to promote positive change Proven experience of leading whole school innovation and change to bring about improvement Proven experience of leading, developing and monitoring a coherent and progressive curriculum that impacts positively on pupils. Experience of being part of a team Experience of working with and engaging positively with parents Successful experience of monitoring, evaluating and improving quality of teaching and learning resulting in positive impact to raise standards Experience of using data analysis to inform school development Experience in the practical application of effective tracking and assessment procedures. Detailed experience of Performance Management systems to ensure all staff make a positive contribution to the strategic direction of the school and are accountable for its development and success 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> A range of leadership and management responsibilities which have resulted in career progression Evidence of implementing changes to staffing structures to secure improvement Experience of working effectively with a governing body to fulfil statutory duties Experience of Multi Academy Trust collaboration 	App/Int App/Int App/Int App/Int
Knowledge and Skills <ul style="list-style-type: none"> Clear personal philosophy of education and vision for the school’s future Excellent inter-personal relationships and very effective communication skills with all stakeholders Ability to motivate and inspire all members of the school community Knowledge of a range of current educational issues and developments. Ability to work as a part of a team to improve teaching and learning in school. Confidence and competence in ICT with the ability to use it effectively in teaching and management Thorough knowledge of the current Ofsted Inspection Framework Knowledge and experience of strategic planning Up to date knowledge and understanding of the relevant legislation and good practice in relation to the protection and safeguarding of pupils and staff. An ability to work positively/effectively with parents and promote the child centred ethos Full awareness of health and safety responsibilities so that a safe environment is maintained 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> The ability to effectively coach and support individuals with a variety of teaching and learning aspects in response to identified need Knowledge of using school budgets effectively to drive improvement 	App/Int App/Int

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Special Requirements <ul style="list-style-type: none"> • Excellent communication and personal skills with a willingness to engage with all stakeholders and teams • Ability to prioritise workload and effectively support the workload and well-being of staff across the school • Enthusiastic, flexible and well organised. • Participate in school initiatives and extra-curricular activities to promote an interesting and stimulating broader curriculum. • Knowledge and understanding of strategies to promote positive mental health and well-being for pupils and staff 	App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> • A clear understanding of the current SEND legislation 	App/Int App/Int

NB. Candidates must meet essential requirements to apply.

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These notes should be studied carefully before completing the form overleaf.

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