



## Employee Specification Form

Job Title	Deputy Headteacher – Park Primary School
Department	Children & Young People's Services
Prepared by and date	M. Mellin, Headteacher – December 2022

Listed below are the personal attributes required to fulfil the duties listed in the Job Description (M03)

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>Evidence of Continual Professional Development to develop leadership skills</li> </ul>	Application  Application	<ul style="list-style-type: none"> <li>Up to date Designated Safeguarding Lead training</li> <li>Up to date Safer Recruitment training</li> <li>NPQSL/ML or equivalent</li> </ul>	Application Application Application
<b>Experience</b> <ul style="list-style-type: none"> <li>An excellent classroom practitioner who promotes outstanding learning and teaching</li> <li>Evidence of strategic leadership that has raised standards of learning and teaching</li> <li>Experience of successfully managing and leading staff/team/key stage to promote positive change</li> <li>Experience/knowledge of analysing data that can be used to inform the School Improvement Plan priorities</li> <li>Experience of evaluating teaching and learning to accelerate pupil progress</li> </ul>	Application/Interview Application/Interview Application/Interview Application Interview Application/Interview	<ul style="list-style-type: none"> <li>Current experience as an assistant headteacher or deputy headteacher</li> <li>Experience of delivering high quality INSET on the EYFS curriculum for all staff to ensure all subject curriculum progression covers transition</li> <li>Experience of leading the Performance Management process with key teams</li> <li>Experience of working with the Governing Body at a strategic level</li> <li>Experience of leading accountability meetings so that pupils have the optimum chance to make accelerated progress</li> </ul>	Application /Interview  Application /Interview Application/Interview Application/Interview Application/Interview
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Excellent working knowledge of early years, key stage 1, key stage 2 in the primary phase</li> <li>Excellent inter-personal skills and communication skills</li> <li>An understanding of the key research that ensures high quality learning experiences for the children</li> <li>Ability to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching</li> <li>Knowledge of, expertise in, and a clear rationale for positive behaviour management</li> <li>Ability to challenge and support colleagues in order to close achievement gaps for specific pupil groups</li> <li>Experience of monitoring processes that result in improving or maintaining excellent pupil outcomes</li> <li>Excellent IT skills</li> </ul>	Application/Interview Application Interview Application Interview Application /Interview Application /Interview Application /Interview Application /Interview	<ul style="list-style-type: none"> <li>Ability to write progress reports identifying key areas for development and provide regular updates</li> <li>Ability to lead peer observations mentoring and coaching</li> <li>Knowledge and understanding of safeguarding processes, planning regular spot checks</li> <li>Knowledge of all procedures related to safeguarding, updating policies on an annual basis</li> </ul>	Application /Interview Application /Interview Application /Interview Application /Interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Commitment to the school motto 'School, Family, Community – Together'</li> <li>Warmth and empathy</li> <li>Ability to establish good relationships with parents</li> <li>The ability to excite and enthuse pupils and colleagues</li> <li>Effective organisational skills and the ability to meet deadlines</li> </ul>	Interview Application /Interview Application /Interview Application/Interview Application/Interview	<ul style="list-style-type: none"> <li>Expertise that will complement existing School Leadership Team and the skills of the Headteacher.</li> </ul>	Interview

# Employee Specification Form

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