

Employee Specification Form

Job Title / School	Deputy Headteacher – Prenton Primary School
Department	Children & Young People's Services

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

	Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qu	alifications			
•	A degree or equivalent qualification. Evidence of further relevant study. A recognised Teaching qualification	App App App	Up to date designated safeguarding lead training Up to date Safer recruitment training	App App
Ex	perience			
•	Successful teaching in the primary age range Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS. Recent experience of working successfully as a Deputy Head teacher, senior leader or middle manager in a school. Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement. Experience of data analysis and to be able to lead assessment across the school.	App App/Int App/Int App	 To have had experience in the induction of ECT's and professional mentor role for students. Experience of leading Performance Management 	Int App/Int
Kn	owledge and skills			
•	Ability to think and plan strategically and to respond flexibly to change Understanding of the principles of effective assessment for learning. Confident in whole school self-evaluation. Up to date knowledge & understanding of the current national education agenda. Inspire, challenge, motivate and empower others to carry the vision forward. Lead and manage people to work towards common goals. (verbal, written, using ICT as appropriate). Expecting and facilitating all children to reach their potential irrespective of social background. To act as deputy safeguarding lead across the whole school and in the absence of the head teacher to take on the lead role. Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care. Be an outstanding role model and act as a leading classroom practitioner inspiring and motivating other staff Ability to monitor and evaluate the quality of teaching and standards of pupils achievements and use benchmarks and set targets for school improvement To support the head teacher to lead in Performance Management of all teaching staff To support the head teacher in the planning and delivery of the curriculum across the school and take the role of curriculum lead Support the head teacher and governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders Promote and protect the health and safety and welfare of pupils and staff	App/Int	 Ability to promote and further develop the positive community ethos of the school Experience in identifying and implementing effective intervention strategies Support the head teacher and governors in annual budget planning and monitoring Experience of leading residential trips Experience of the role of EVC Experience of having worked in the professional mentor role Knowledge of safeguarding policies and the annual updates required Experience of working with the governing body at a strategic level 	Int Int App/Int App App/Int App App/Int App/Int App/Int App/Int

Special Requirements			
stakeholders • Awareness of own strengths and areas for development	App/Int App/Int Int	 Willingness to further develop the wider life of the school Experience that will complement the current school leadership team and skills of the Headteacher 	App/Int App/Int
 Deputise for the head teacher in her absence Take a major role in the day to day running of the school attending daily and weekly meetings and leading them as required Ability to meet deadlines 	Int Int Int		

Employee Specification Form – Guidance for Applicants 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 (App), interview (Int), reference (Ref), lesson observation (LO)

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.