


## Employee Specification Form

Job Title / School	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
<b>Qualifications</b>			
A degree or equivalent qualification.	App	NPQH or similar leadership qualification.	App
A recognised teaching qualification / QTS.	App	Designated Safeguarding Lead training	App
Evidence of further relevant study.	App	Safer Recruitment and Prevent training.	App
Range of in-service training related to school leadership, management and/or curriculum legislation.	App	Understanding of cyber security.	App
<b>Experience</b>			
At least three years as Headteacher, Deputy Headteacher or Assistant Headteacher in a primary, infant or junior school.	App	Experience in planning and evaluating the impact of Pupil Premium strategies to improve outcomes for disadvantaged children	App / Int
Successful experience working effectively with governors, parents, other educational bodies, and the community to enhance children's learning.	App / Int	Have collaborated with other agencies such as Children's Social Care, Mental Health Support and School Nursing.	App / Int
Undertaken whole school self - evaluation and development planning.	App / Int	Have worked in / with other schools.	App / In
Have led staff through Performance Management to bring about school improvement and raise standards for all children.	App / Int		
Have ensured the monitoring and implementation of the safeguarding policy and procedures providing and maintaining a safe environment for the whole school community.	App / Int		
Led or contributed to strategic financial planning and its impact on improving outcomes for children.	App / Int	Have worked with agencies that lease premises from the school	
Evidence of success at leading and managing people and change to bring about improvements which have positively impacted on outcomes for all children including those with SEND.	App / Int		
Experience and competence in tracking and analysis of pupil progress data to raise standards in achievement.	App / Int		
Experience of developing a coherent curriculum with clear intent, implementation and impact across the primary phase.	App / Int		
Experience of creating effective staffing structures and team building.	App / Int		

<b>Knowledge and skills</b>			
Proven leadership skills.	App / Int	Understanding of health and safety requirements.	
Excellent communication and personal skills with a willingness to engage with all stakeholders.	App / Int		
Ability to develop and implement a clear vision and strategic plan.	App / Int		
Ability to formulate a vision and strategy for the school and secure commitment to it from others by leading by example.	App / Int		
An understanding of SEND legislation and inclusion and how it is applied to inform practice in school and at Local Authority level.	App / Int		
Ability to challenge, motivate and inspire others.	Int		
An ability to nurture an environment that celebrates success and promotes good behaviour and positive relationships.	App / Int		
Skilled in people management, staff development and personal evaluation.	Int		
Confident and competent in the use of ICT and AI for administrative, communication and curriculum purposes.	Int		
Thorough knowledge and understanding of the current Ofsted framework.	Int		
A clear personal philosophy of education.	App / Int		
Clear understanding of Health and Safety requirements.	Int		
Awareness of current DfE proposals re wrap around care, breakfast clubs etc.	Int		
<b>Special Requirements</b>			
Commitment to maintain positive links with local school networks.	Int	Commitment to engage with community groups.	Int
Awareness of own strengths and areas for development.	Int	Commitment to the school providing a wide range of extra-curricular opportunities.	Int
Ability to prioritise workload and wellbeing for self and for staff.	Int		
Resilience, integrity and a strong work ethic.	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.**