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| --- | --- | --- | --- |
| **Job title** | **Grade** | **Directorate** | **Location** |
| Teacher – Middle Leader | Mainscale/UPS plus TLR2 | Children’s Services | St. Luke’s CE Primary School |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | * Qualified Teacher Status.
* Evidence of further professional development.
* Participation in INSET and phase meetings
 | A |
|  | * Ability to communicate well at all levels both orally and in writing.
* Experienced classroom practitioner.
* Ability to work as a team member.
* Ability to lead, motivate and support staff.
* Highly self motivated.
* Ability to organise, use initiative and lead by example.
* Ability to use ICT to support teaching and class management.
 | A & I |
|  | * A commitment to equality of opportunity.
* A commitment to achieving excellence and school improvement.
* A commitment to working closely with others.
* A commitment to a firm but caring ethos.
* An understanding of the role of supporting staff through Performance Management.
 | A & I |
|  | * A commitment to the development of the social and emotional aspects of learning and R.E.
 | A & I |
|  | * Written reference
* Confirming professional and personal knowledge, skills and abilities referred to above

- Satisfactory health and attendance record | A & I |

|  |  |  |
| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Degree and Management Training | A |
|  | Teaching Role | A & I |
|  3. | 5 Years experience | A & I |
|  4.  | Willingness to participate in extra curriculum activities and the whole life of the school | A & I |
|  |  |  |
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| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **Timothy Delves** | **March 2017** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre