

## Employee Specification Form

Job Title	Deputy Headteacher
Academy	Poulton Lancelyn Primary School
Start Date	September 2023
Prepared by and date	Head of School – May 2023

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised teaching qualifications</li> <li>Degree or equivalent qualification</li> </ul>	App App	<ul style="list-style-type: none"> <li>Evidence of further relevant study</li> <li>NPQ or similar leadership training</li> </ul>	App App
<b>Experience</b> <ul style="list-style-type: none"> <li>Successful experiences on a school leadership team within a primary school setting</li> <li>Proven experiences as an outstanding classroom practitioner</li> <li>Evidence of success at leading, managing and motivating staff to promote positive change and improvement</li> <li>Experience of working with and engaging positively with parents</li> <li>Successful experience of monitoring, evaluating and improving quality of teaching and learning resulting in positive impact to raise standards</li> <li>Experience of using data analysis to inform school development including leading pupil progress meetings and analysing IDSR data</li> <li>Experience of leading Performance Management meetings to ensure all staff make a positive contribution to the strategic direction of the school</li> <li>Experience of significant contribution to key school leadership documentation – SIP, SEF, budget setting</li> </ul>	App/Int App/Int App/Int  App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>A range of leadership and management responsibilities which have resulted in career progression</li> <li>Experience of school leadership which includes a nursery setting</li> <li>Recent experience of an Ofsted inspection leading to successful outcomes</li> </ul>	App/Int  App/Int  App/Int
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Clear personal philosophy of education and vision for the schools future.</li> <li>Thorough knowledge of the new OFSTED Framework and National Curriculum</li> <li>Ability to motivate and inspire all members of the school community</li> <li>Knowledge of a range of current educational issues and developments.</li> <li>Ability to work as a part of a team to improve teaching and learning in school.</li> <li>Confidence and competence in ICT with the ability to use it effectively in teaching and management</li> <li>Up to date knowledge and understanding of the relevant legislation and good practice in relation to the protection and safeguarding of pupils and staff.</li> <li>Ability to work effectively with parents to promote child centred ethos</li> <li>Knowledge of Oak Trees MAT and implications of working in an academy</li> </ul>	App/Int App/Int App/Int App/Int App/Int  App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>The ability to effectively coach and support individuals (including ECTs) with a variety of teaching and learning aspects in response to identified need.</li> <li>Knowledge of current research to underpin positive behavioural strategies and policy</li> <li>The knowledge of safeguarding policies, practices and procedures, including liaison with multi-agency teams.</li> <li>Continuous research into curriculum development (phonics, maths mastery)</li> <li>Successful application of pedagogical skills to enhance classroom practice</li> </ul>	App/Int  App/Int App/Int App/Int App/Int
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Excellent communication and personal skills with a willingness to engage with all stakeholders and teams</li> <li>Ability to prioritise workload and effectively support the workload and well-being of staff across the school</li> <li>Enthusiastic, flexible and well organised.</li> <li>Participate fully in school initiatives and extra-curricular activities to promote an interesting and stimulating broader curriculum and impact positively on the personal development of all pupils</li> </ul>	App/Int  App/Int  App/Int App/Int	<ul style="list-style-type: none"> <li>A clear understanding of the current SEND legislation</li> <li>Knowledge and understanding of strategies to promote positive mental health and well-being for pupils and staff</li> </ul>	App/Int  App/Int

# 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