

## Employee Specification Form



Employer	Oak Trees Multi Academy Trust
Job Title	Deputy Headteacher
Host School	Heswall Primary School
Prepared by and date	Mr J Lawrenson March 2024

**Important - Study “Explanatory Notes” printed overleaf before completing form**

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 continuing professional development</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>NPQML/NPQSL or equivalent relevant further study</li> </ul>	Application
<b>Experience</b> <ul style="list-style-type: none"> <li>An excellent classroom practitioner who promotes outstanding learning and teaching across a range of Year groups.</li> <li>Evidence of strategic leadership that has raised standards of learning and teaching including subject leadership.</li> <li>Experience of monitoring the quality of learning and teaching to secure a positive impact on standards for pupils.</li> <li>Experience/knowledge of analysing data that can be used to inform the school Improvement plan priorities.</li> <li>Experience of successfully managing and leading staff/team/key stage to promote positive change.</li> <li>Evidence of successful leadership experience</li> <li>Experience of leading &amp; delivering high quality CPD to support school development.</li> <li>Experience of working collaboratively with a range of stakeholders</li> <li>Have a wide range of SEND experience including ADHD, Autistic Spectrum Continuum, Dyslexia and children with ACES.</li> <li></li> </ul>	Application /Interview	<ul style="list-style-type: none"> <li>Experience of leading performance management and appraisal.</li> <li>Experience of working with Governing Body at a strategic level.</li> <li>Experience of leading pupil progress meetings to secure positive learning outcomes for pupils</li> </ul>	Application/ Interview
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Ability to work in partnership to challenge, support, motivate and inspire.</li> <li>An understanding of the key research that ensures high quality learning experiences for the children.</li> <li>Excellent interpersonal and communication skills.</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>Thorough knowledge of the current Ofsted inspection framework</li> <li>Knowledge of and expertise in positive behaviour management.</li> <li>Fully exemplify how the needs of all pupils, including vulnerable groups can be met through high quality teaching.</li> <li>Able to implement and drive forward whole school curriculum development including Intent, Implement and Impact and improving pedagogy.</li> <li>Ability to effectively challenge and support staff across the school to achieve consistently high standards for pupils</li> </ul>	Application /Interview	<ul style="list-style-type: none"> <li>A commitment to the eco schools agenda and wider outdoor learning practices.</li> <li>The ability to effectively coach and support individuals with a variety of teaching and learning aspects in response to identified need</li> <li>Knowledge of using school budgets effectively to drive improvement</li> <li>A clear understanding of the current SEND legislation</li> </ul>	Application/ Interview

<ul style="list-style-type: none"> <li>• Experience of carrying out focused monitoring processes that result in achieving excellent pupil outcomes.</li> <li>• Ability to effectively use strategies to promote positive mental health and well being for pupils and staff in order that they can fulfil their potential and be successful members of the school community</li> <li>• Use technology confidently and consistently to enhance learning and manage workload effectively</li> <li>• Have a full awareness of health and safety responsibilities so that a safe environment is maintained</li> </ul>			
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• A commitment to maintaining and developing the strong caring, inclusive and nurturing ethos of the school.</li> <li>• A commitment to the wider life of the school.</li> <li>• Participate in school initiatives and extra-curricular activities to promote an interesting and stimulating broader curriculum which contributes to pupils' personal development.</li> <li>• Ability to remain positive – even when situations present significant levels of challenge.</li> <li>• Ability to establish excellent relationships with parents and other community members.</li> <li>• The ability to excite and enthuse pupils and colleagues.</li> <li>• Enthusiastic, self motivated, well organised and able to meet deadlines.</li> </ul>	Application/Interview	<ul style="list-style-type: none"> <li>• Expertise that will complement the School Leadership Team and the skills of the Head teacher.</li> <li>• Willingness to attend Governors' meetings.</li> </ul>	Application/Interview

NB. Candidates must meet essential requirements to apply.

# 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.