

Job title	Grade	Directorate	Location
Deputy Headteacher	Leadership	Education	St Paul's Peel 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.
1.	Qualified Teacher Status	A
2.	Degree	A
3.	Recent participation in a range of relevant in-service training	A
4.	A commitment to maintaining and developing the distinctive nature of this Church of England school	A, I
5.	An understanding of the leadership role in the spiritual development of pupils and staff	A, I
6.	Senior management experience in a Primary School	A, I
7.	A commitment to the development of the whole child and an understanding of the Every Child Matters agenda	A, I
8.	A commitment to inclusion	A, I
9.	An understanding of the role of parents and carer's in a child's education	A, I
10.	An interest in the development of a creative and relevant curriculum	A, I
11.	An understanding of assessment strategies	A, I
12.	Good communication skills	A., I
13.	Interpersonal skills	A, I, R

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
14.	Ability to lead and manage change	A., I
15.	Ability to think analytically and flexibly	A, I, R

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Post –entry qualification	A
3.	Proven successful teaching experience across more than one key stage	A, I

Completed by	Date	Approved by	Date

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

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