



Main Scale Person Specification

Specifications in italics would be helpful, but they are not essential.

1. QUALIFICATIONS AND TRAINING

- 1.1. First degree or equivalent.
- 1.2. Qualified teacher status.
- 1.3. Attendance at courses which would provide relevant preparation for a management role
- (1.4. *Evidence of further advanced study, e.g., a second degree*)

Essential	Desirable	Interview	Application
✓			✓
✓			✓
	✓		
	✓		✓

2. EXPERIENCE

- 2.1. At least 2 years highly successful teaching experience/training
- 2.2. Evidence that as a teacher, the candidate has supported colleagues effectively; experience of dealing effectively with pupil indiscipline, preferably in a caring and compassionate, but firm manner.
- 2.3. Evidence of successful organisation and administration.
- 2.4. Successful experience of bringing about change in a logical and technically sound manner which was acceptable to the interested parties.
- (2.5.) *Teaching experience in more than one school*
- (2.6.) *Experience of curriculum management issues*

	✓		✓
	✓	✓	
✓		✓	
	✓	✓	
	✓		✓
	✓	✓	

3. PERSONAL QUALITIES

- 3.1 Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour.
- 3.2 Drive, energy, commitment, proven capacity for hard work and "willingness to go the extra mile"; capacity to manage own work pressure and that of others effectively.
- 3.3 Commitment to partnership between school, parents, community, governing body and others who have an interest in the school.
- 3.4 Proven ability to work as a team member.
- 3.5 Record of good health and attendance.
- 3.6 Pragmatically optimistic.
- (3.8) *Outside interests*

✓		✓	
✓		✓	
✓		✓	
✓		✓	
✓			✓
✓		✓	
	✓		✓

4. INTERPERSONAL SKILLS

- 4.1 Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school.
- 4.2 Ability to mediate, arbitrate and negotiate in appropriate circumstances

✓		✓	
✓		✓	

5. JOB RELATED APTITUDES, SKILLS AND KNOWLEDGE

- 5.1 Ability to effectively use knowledge of current educational management, personnel and curricular issues, recent reports and legislation especially related to the teaching subjects in the Department through the 11-18 range
- 5.2 Ability to communicate effectively with different audiences, orally and in writing.
- 5.3 Willing to respond wholeheartedly to the need for good public relations and school promotion.
- (5.5.) *Knowledge of curriculum developments and related matters*
- (5.6.) Good I.C.T. skills and knowledge

	✓	✓	
✓		✓	✓
	✓	✓	
	✓	✓	
	✓		✓