

# PERSON SPECIFICATION and ASSESSMENT FORM

<b>Candidate Name</b>		<b>Post Ref No</b>	
<b>Post Title</b>	Principal Teacher	<b>JE Ref</b>	
<b>Service</b>	Education Services	<b>Band</b>	PT01
<b>Base</b>			

<b>References</b>	<b>Name</b>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1				
2				

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Standard for Full Registration agreed by the GTCS in appropriate sector. <b>For Denominational Primary Schools</b> – Roman Catholic Church approval.	Additional Qualifications
<b>Previous experience</b>	Good working knowledge of all areas in the Primary Curriculum.  A model of excellent practice in the classroom.	Evidence of innovative practice
<b>Professional Development</b>	Evidence of high level of professional learning.	Evidence of knowledge and involvement in current local and national issues.
<b>Working with and leading others</b>	Ability to lead, manage and give strategic direction to staff.	Evidence of leading aspects of school improvement.
<b>Leadership skills</b>	Self-motivation and initiative.  Evidence of seeking opportunities to demonstrate potential.	Evidence of leading working groups and demonstrating impact through effective self-evaluation.
<b>Communication skills</b>	Ability to communicate at all levels with confidence and sensitivity.  Ability to work as part of a team and be open to new ideas.	Has successfully demonstrated capability of communicating clearly in both oral and written forms with parents and staff.
<b>Implementing change</b>	Enthusiastic approach and evidence of successful implementation of change.	Has led curricular developments.
<b>Other: Interpersonal Skills</b>	Ability to support, praise and encourage others.  Ability to create and maintain a positive atmosphere and adopt a variety of approaches to resolving problems.	Good participator.  Team Builder.

Criteria	Essential	Desirable
<b>Other:</b>	<p>Evidence of the promotion of the curriculum, attainment and achievement.</p> <p>Knowledge of Dumfries and Galloway Council's Policies.</p>	High level of commitment to all aspects of school life.

**Guidance Notes:**

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score	

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