

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	7/07610
Post Title	Principal Teacher of Curriculum	JE Ref	
Service	Education Services	Band	£71,694 (August 2026)
Base	Annan Academy		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Relevant Teaching Qualification.	E	D	Recent experience in curriculum development.	E	D
Full Registration with GTC (Scotland) or eligible for Full Registration in relevant sector.	E		Sound Knowledge and understanding of the Secondary curriculum.	E	
Diploma in Secondary Education	E		Knowledge of current practise in Quality Assurance	E	
Evidence of ongoing professional development since original qualification.	E		Self evaluation an integral part of own practice.	E	
Evidence of involvement in educational research			Evidence of adopting innovative practise	E	
			Evidence of leading whole school developments.		D
			Involvement in in-school and/or Authority working groups.		D
2. Experience	Score		5. Personality Factors	Score	
Variety of secondary teaching experience.	E	D	Resilient under pressure	E	D
Effective classroom practitioner.	E		Approachable and inspires confidence	E	
Evidence of working with parents and/or community.	E		Decisive	E	
Evidence of managing teams of staff	E		Vision, enthusiasm and commitment	E	
Evidence of having led staff development.			Good interpersonal skills	E	
			Team leader and player	E	

Management experience at faculty level			Empathetic Communicator	E	
			Ability to initiate and manage change	E	
			High expectations and levels of motivation	E	
			A finisher	E	
			Ability to relate positively to young people	E	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Evidence of effective time and resource management.	E		Good health and attendance record.	E	
Evidence of effective oral and written communication skills.	E		Commitment to professional development of self and all staff.	E	
Ability to use own initiative.	E		Enthusiasm for promoting the well being of the school and its young people	E	
Ability to implement decisions effectively.	E		Commitment to GIRFEC and values in education where the development of the whole child is central	E	
Ability to find solutions to problems.	E		Interest in fostering and developing school and community links	E	
Evidence of appropriate use of information technology in teaching and administration.	E				

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	

person-specification_2012