

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Principal Teacher – Additional Support for Learning	JE Ref	
Service	Education Services	Band	PT02
Base			

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, Training and previous experience	Score		5. Communication skills	Score	
Relevant Teaching Qualification.	E		Ability to communicate at all levels with confidence and sensitivity.	E	
Full Teaching Registration with GTC (Scotland)	E		Ability to work as part of a team and be open to new ideas.	E	
Appropriate qualification in additional support needs		D	Communicating effectively with multi-agency partners		D
Good working knowledge of Curriculum for Excellence	E		Has successfully demonstrated capability of communicating clearly in both oral and written forms with parents and staff.	E	
A model of excellent practice in the classroom.	E				
Evidence of innovative practice		D			
2. Professional Development	Score		5. Implementing change	Score	
Evidence of high level of professional learning.	E		Enthusiastic approach and evidence of successful implementation of change.	E	
Evidence of knowledge / involvement in current local and national issues.	E		Has led curricular developments		D

3. Working with and leading others	Score	
Ability to lead, manage and give strategic direction to staff.	E	D
Evidence of leading aspects of school/cluster improvement.		
4. Leadership skills	Score	
Self-motivation and initiative.	E	D
Evidence of seeking opportunities to demonstrate potential.	E	
Evidence of leading working groups and demonstrating impact through effective self-evaluation.		
6. Interpersonal Skills	Score	
Ability to support, praise and encourage others.	E	
Ability to create and maintain a positive atmosphere and adopt a variety of approaches to resolving problems.	E	
Good participator.	E	
Team Builder	E	
Demonstrates resilience	E	
Ability to manage stress	E	
6. Other	Score	
PVG	E	D
Driving Licence		
Knowledge of Dumfries and Galloway Council and National Policies and Procedures	E	
Knowledge and ability to manage risk	E	
High level of commitment to all aspects of school life.	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