

PERSON SPECIFICATION and ASSESSMENT FORM



Candidate Name		Post Ref No	
Post Title	Depute Headteacher (Primary)	JE Ref	
Service	Education and Learning	Band	
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 and Training	Score		4. Knowledge	Score	
Full Registration with GTC (Scotland) or eligible for Full Registration in Primary.	E		Knowledge and understanding of contemporary developments in learning and teaching, education, schools, schooling and society.		
Evidence of appropriate leadership and management professional learning.	E		☐ Teaching and Learning	E	
Demonstrate competencies within Standard for Middle Leadership (August 2021) or equivalent.	E		☐ Education policy	E	
			☐ Social and environmental trends and developments	E	
			☐ Leadership and management	E	
2. Experience	Score		5. Personality Factors	Score	
Developing Self-Evaluation Strategies	E		Ability to motivate and support colleagues	E	
Developing Coherent Approaches to Professional Learning	E		Sensitivity	E	
Leading and Working Collaboratively to Enhance Teaching	E		Ability to relate positively to young people	E	
Building and Sustaining Partnerships	E		Resilience	E	
Managing Allocated Resources Proactively and Effectively	E		Adaptability	E	
			Positive outlook	E	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Demonstrates self awareness and inspires and motivates others	E		Current driving licence		D
Judges wisely and makes appropriate decisions	E				
Communicates effectively	E				
Demonstrates political insight	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