



# Great Harwood St Bartholomew's Parish CE VA Primary School

## Person Specification

***The applicant will be required to safeguard and promote the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

### **[A] Qualifications**

<b>Requirements (based on the job description)</b>	<b>Essential (E) / Desirable (D)</b>	<b>To be identified by: Application Form (A), Interview (I), Reference (R)</b>
Qualified teacher status	<b>E</b>	<b>A I</b>
Degree	<b>E</b>	<b>A I</b>
Member of a church in membership of Churches Together in England	<b>D</b>	<b>A I R</b>
Paediatric First Aid	<b>D</b>	<b>A I</b>

### **[B] Professional Development**

Evidence of management professional development.	<b>D</b>	<b>A I R</b>
Up to date safeguarding training and knowledge of legislation for the protection of young people	<b>E</b>	<b>A I R</b>

### **[C] School leadership and management experience**

Evidence of direct involvement in whole school improvement strategies	<b>D</b>	<b>A I R</b>
To have successfully led a curriculum area.	<b>E</b>	<b>A I R</b>
Experience of working effectively within staff teams	<b>E</b>	<b>A I R</b>
Experience of line management of staff	<b>D</b>	<b>A I R</b>
To have had responsibility for policy development and implementation	<b>E</b>	<b>A I R</b>
To have had experience of, and the ability to support other staff with their professional development across the	<b>E</b>	<b>A I R</b>

primary range (e.g. peer support, mentoring, delivering training)		
Work positively with parents and carers	<b>E</b>	<b>A I R</b>
To demonstrate an awareness of current national education policy	<b>E</b>	<b>A I</b>

### **[D] Experience and knowledge of teaching**

Proven excellence in teaching pupils within the primary phase	<b>E</b>	<b>A I R</b>
Knowledge of teaching and learning in the primary phase.	<b>E</b>	<b>A I</b>
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement.	<b>E</b>	<b>A I</b>
Ability to promote inclusion and meet the needs of all pupils	<b>E</b>	<b>A I R</b>
A commitment to addressing diversity positively	<b>E</b>	<b>A I</b>

### **[E] Professional Attributes**

Ability to deal effectively and positively with a range of pupil behaviours	<b>E</b>	<b>A I R</b>
An ability to communicate effectively, both orally and in writing, with a range of audiences	<b>E</b>	<b>A I</b>
To have experience demonstrating, promoting and encouraging outstanding classroom practice	<b>E</b>	<b>A I R</b>
Have a good commitment to sustaining regular attendance at work	<b>E</b>	<b>A I R</b>
A commitment to professional development for self and others	<b>E</b>	<b>A I</b>
A desire to further develop as a primary leader	<b>E</b>	<b>A I</b>
Ability to support and develop the vision of the school	<b>E</b>	<b>A I</b>
Ability to motivate adults and children	<b>E</b>	<b>A I</b>

### **[F] Personal Qualities**

A passion for pupil aspiration	<b>E</b>	<b>A I R</b>
Excellent interpersonal skills	<b>E</b>	<b>A I R</b>
Be committed to working with a high level of integrity and professionalism	<b>E</b>	<b>A I R</b>
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	<b>E</b>	<b>A I R</b>
Ability to build and maintain good relationships with colleagues, parents and members of the wider school community	<b>E</b>	<b>A I R</b>
The ability to perform effectively under pressure	<b>E</b>	<b>A I R</b>
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	<b>E</b>	<b>A I R</b>

## [G] Safeguarding

Displays commitment to the protection and safeguarding of children and young people	E	A I R
The ability to form and maintain appropriate relationships and personal boundaries with young people	E	A I R
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	A I
Will co-operate and work with relevant agencies to protect young people	E	A I

## [H] Professional Skills

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the Teacher Standards 2021 which also form the basis of the Job Description.

Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in Great Harwood St Bartholomew's Parish CE VA Primary School throughout the appointment process.

## [I] Confidential References and Reports

Positive recommendation from all referees, including current employer	E	R
---	---	---

## [J] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, **and be no more than 2 sides of A4 – font size 11.** This should be written by the candidate and not generated by AI.

Please note: **We will always consider your references before confirming a job offer in writing.**

Prepared by: Sarah Irvine Date: March 2026