

PERSON SPECIFICATION & SELECTION CRITERIA



MAYFIELD
SCHOOL
DREAM • BELIEVE • ACHIEVE

At Mayfield School, we are committed to safeguarding and promoting the welfare of children and young people.

Selection decisions will be based on the criteria outlined below. At each stage of the process, the appointment panel will assess candidates against these criteria to determine their ability to fulfil the job description. Candidates who do not meet the essential criteria will be automatically excluded at any stage of the process.

The application panel will use a combination of assessment tools, including (but not limited to) the application form, supporting statement, interview process, and references to determine suitability for the role.

[A] Qualifications		
		Essential/ Desirable
1	Qualified teacher status	E
2	Degree	E

[B] Professional Development		
		Essential/ Desirable
3	Evidence of appropriate professional development for the role of Deputy Headteacher OR Evidence of on-going leadership and management professional development.	E
4	Up to date safeguarding training and knowledge of legislation for the protection of young people.	E

[C] School Leadership and Management Experience		
		Essential/ Desirable
5	Evidence of direct involvement in impactful whole school self- evaluation and school improvement strategies.	E
6	Successful experience of leading curriculum development and design.	E
7	To have led whole school initiatives.	E
8	Evidence of working effectively within staff teams.	E
9	Evidence of effective line management of staff.	E
10	To have had responsibility for policy implementation and monitoring.	D

[C] School Leadership and Management Experience

		Essential/ Desirable
11	Experience of planning and delivering whole school CPD linked to school priorities.	E
12	Work positively with parents and carers.	E
13	To demonstrate an understanding of the current local and national SEN position.	E

[D] Experience and Knowledge of Teaching

		Essential/ Desirable
14	Proven excellence in SEN teaching.	E
15	Thorough knowledge of teaching and learning in a SEN Setting.	D
16	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement.	E
17	Ability to promote inclusion and meet the needs of all pupils.	E
18	A commitment to addressing diversity positively.	E

[E] Professional Attributes

		Essential/ Desirable
19	Experience of implementing effective emotional regulation strategies.	E
20	An ability to communicate effectively.	E
21	Promote outstanding classroom practice across the school.	E
22	Have a commitment to sustaining good attendance at work.	E
23	A commitment to professional development for self and others.	E
24	A desire to further develop as a leader.	E
25	Ability to support and develop the vision of the school.	E
26	Ability to motivate adults and children.	E

[F] Personal Qualities

		Essential/ Desirable
27	A passion for pupil aspiration.	E
28	Excellent interpersonal skills with an ability to professionally support and challenge others.	E
29	Be committed to working with integrity and professionalism.	E

[F] Personal Qualities		
		Essential/ Desirable
31	Ability to build and maintain good relationships with colleagues, parents and members of the wider school community.	E
32	The ability to perform effectively under pressure.	E
33	Be aware of their own strengths and areas for development and listen to, reflect constructively and act upon feedback from others.	E

[G] Personal Safeguarding		
		Essential/ Desirable
34	Displays commitment to the protection and safeguarding of children and young people.	E
35	The ability to form and maintain appropriate relationships and personal boundaries with young people.	E
36	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
37	Will co-operate and work with relevant agencies to protect young people.	E

[H] Professional Skills

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the Headteacher' Standards 2020 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 Mayfield school throughout the appointment process.

[I] Personal Qualities		
		Essential/ Desirable
38	Positive recommendation from all referees, including current employer.	E

[J] Application Form and Supporting Statement

- The supporting statement should be clear, concise, and directly related to the post, with a maximum length of three A4 pages (Arial font, size 12).