



PERSON SPECIFICATION

SKILLS REQUIRED

Excellent classroom teaching skills	Essential
Ability to communicate effectively and efficiently orally and in writing	Essential
Effective interpersonal skills	Essential
Ability to share/evaluate/review/implement current/new practice	Essential
Observational skills plus the ability to feed back constructively and sensitively	Essential
Ability to create effective links across the whole school	Essential

KNOWLEDGE BASE

Understands the nature of the 'stage' and has a secure knowledge of a specialism	Essential
Has knowledge of current curriculum: age-related developments	Essential
Has knowledge of key characteristics of quality teaching, learning and learning environment	Essential
Good working knowledge of common ICT applications, with a clear understanding of, and enthusiasm for, the potential for ICT in enabling more innovative and effective approaches to learning and teaching	Essential
Is able to use statistics and data to understand pupil performance	Essential
Has knowledge of the policies/plans of the whole school	Desirable
Ability to play the piano to at least a Grade 8 level	Essential

QUALIFICATIONS/ATTAINMENT

Qualified Teacher Status (or equivalent)	Essential
An undergraduate degree	Essential
Formal study in the specialism that is being offered	Desirable

EXPERIENCE

Some experience in leading INSET/supporting colleagues/professional development	Desirable
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ATTITUDE/APPROACH

Enthusiasm for promotion of subject specialism and able to communicate vision for the future direction of the subject	Essential
An understanding of the current issues and an empathy for the vision and values related to independent schooling	Essential

CONFIDENTIAL REFERENCES AND REPORTS

Positive recommendation from all referees, including current employer	Essential
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APPLICATION FORM AND SUPPORTING STATEMENT

The Application Form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

SELECTION PROCESS

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.



We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references/safeguarding checks. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

VISITS TO THE SCHOOL

Visits to the school are strongly encouraged as it will enable you to make the decision if we are the right place for you. Please contact Mrs Maria Platt on 01514711137 or m.platt@belvedereprep.com to arrange a time for your visit. The visit will give you an opportunity to ask questions about the role and see the school to assess if this is somewhere you would like to work. An extensive tour of the school and the facilities will be included in the visit.

APPLICATIONS

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

SHORTLISTING

We assess all applications against the Person Specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff and Board Members. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will confirm with a telephone call and notification via e-mail. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage. Lesson observations will form part of the interview process.

REFERENCES

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

INTERVIEW DAY

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

FINAL SELECTION

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation, if you would like.

OFFER OF EMPLOYMENT

We will make a verbal offer of employment by telephone and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications
- Medical clearance

TIME LINE

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| ▪ CLOSING DATE: | Noon on 24 th April 2017 |
| ▪ SHORTLISTING: | w/c 24 th April 2017 |
| ▪ LESSON OBSERVATIONS: | w/c 1 st & 8 th May 2017 |
| ▪ INTERVIEWS: | w/c 1 st & 8 th May 2017 |