

# Person Specification

Criteria	Essential	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>PGCE, Bachelor of Education or a first degree or higher qualification and a Post Graduate Certificate in Education recognised by the DfE.</li> <li>QTS (Qualified Teacher Status) or eligible for QTS status.</li> <li>QTS skills test (if applicable)</li> </ul>	AF  AF  AF
Experience and Achievements	<ul style="list-style-type: none"> <li>Evidence of successful teaching experience, either employed or on training</li> </ul>	AF, I, R, T
Knowledge, Skills and Aptitude	<ul style="list-style-type: none"> <li>Understanding of the National Curriculum</li> <li>Ability to teach in a multi-cultural environment and of developing positive links with the local community.</li> <li>Good skills in developing positive relationships with parents.</li> <li>Understanding of classroom organisation, planning and record keeping</li> <li>Understanding of behaviour management</li> <li>Ability to motivate and stimulate pupils to enjoy learning</li> <li>Ability to effectively assess and report on the development, progress and attainment of pupils</li> <li>Ability to teach pupils according to their educational needs</li> </ul>	AF, T  I  I, R  T, R  T, I, R  AF, T, I, R  AF, I, R  AF, T, R
Personal Attributes	<ul style="list-style-type: none"> <li>Effective oral and written communication skills (especially grammar)</li> <li>Good team player</li> <li>Effective working relationships with others</li> <li>Good levels of professionalism</li> </ul>	AF, I  AF, I, R  AF, R  AF, T, I, R
Other Job Specific Requirements	<ul style="list-style-type: none"> <li>Commitment to BDMAT's Equal Opportunities Policy and acceptance of responsibility for its practical applications</li> </ul>	AF, I

## Method of Assessment

A.F. = Application Form; I = Interview; T = Teaching – if appropriate; P = Presentation; R = Reference.

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## Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## Safeguarding

The school is committed to Safeguarding and promoting the welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

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**The School's Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

*Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.*

*Working Together to Safeguard Children DfE 2018*

The school pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the academy, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health, physical and mental capacity for the job. It also includes undertaking interviews and an enhanced DBS check.

Candidates should be aware that all posts in the academy have some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.