

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Teacher (Unpromoted)	JE Ref	
Service	Education and Learning	Band	Unpromoted
Base			

References	Name	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
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	
Relevant Teaching Qualification.	E		A clear understanding of the teaching and learning issues to be addressed in creating a quality learning environment.	E	
Full Registration with GTC (Scotland) or eligible for Full Registration in appropriate sector.	E		A sound knowledge of the subject and its role within the School.	E	
2. Experience	Score		5. Personality Factors	Score	
Experience of classroom teaching.	E		Confident	E	
Experience in planning and development work.	E		Smart Appearance	E	
			Good Judgement/Dependable	E	
			Self Motivated	E	
			Innovative	E	
3 Skills and Abilities	Score		6. Other Requirements	Score	
The ability to teach with enthusiasm, in order to motivate pupils to be interested in, and committed to their work.	E		Active participation in the wider life of the school.		D
Effective Written and Oral Communication.	E		Interest in the wider life of the school.		D
An ability to use ICT to enhance teaching and learning.	E		An understanding of the place of self-evaluation as part of the process of quality assurance.		D

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	

