# Person Specification Form

**Job title:** CPD & ITT LEAD (INTERIM)  
**Grade:** Leadership Pay Scale (Outer)

**Establishment or team:** A key role within the STEP Ahead Teaching School Alliance

## Requirements  
*(based on the Job Description)*

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desirable (D)</th>
<th>To be identified by:</th>
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### Qualifications

- **Qualified Teacher Status with a successful NQT year completed.**  
  - Essential (E)  
  - Confirmation (AF)

- **Degree or equivalent.**  
  - Essential (E)  
  - Confirmation (AF)

- **Master’s degree or engagement with Master’s study**  
  - Desirable (D)  
  - Confirmation (AF)

- **Recognised CPD accreditation**  
  - Desirable (D)  
  - Confirmation (AF)

### Experience

- **A record of outstanding practice and results as a classroom practitioner and leader.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of successful leading CPD within a school.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of developing CPD across schools.**  
  - Desirable (D)  
  - Confirmation (AF/I)

- **Evidence of engagement and involvement with leading educational organisations.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of planning and implementing a CPD strategy across a school.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of working strategically with Senior Leadership teams.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of implementation of effective and accurate assessment across a school.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of working with a Strategic Governing Body to promote their strategic understanding of teaching and learning across an academy.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Evidence of mentoring or supporting NQTs and graduate teachers.**  
  - Essential (E)  
  - Confirmation (AF/I)

### Knowledge, skills and abilities

- **Excellent classroom practitioner.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Excellent pedagogical content knowledge.**  
  - Essential (E)  
  - Confirmation (AF/I)

- **Excellent knowledge of latest research into the teaching and learning and best practice of professional development.**  
  - Essential (E)  
  - Confirmation (AF/I)
- Excellent communication skills, both written and oral.  
  
- A commitment to undertake and use evidence-based research to promote the continuous growth and development of both CPD and ITT across the Trust.  
- Excellent understanding of the use of IT to promote teaching and learning.  
- To understand the mission/aims of STEP Academy Trust and STEP compass.  
- To be aware of Child Protection policy/procedures.  
- Able to interpret data and translate this to priorities for school improvement.  
- A secure understanding of the National Curriculum.  
- A secure understanding of statutory induction period requirements.  
- Awareness/commitment to Equality and Diversity.  
- To be able to manage and support strategic change.

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<tr>
<th>Other (including special requirements)</th>
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<tbody>
<tr>
<td>Access to car</td>
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<tr>
<td>Commitment to equality and diversity</td>
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<tr>
<td>Commitment to health and safety</td>
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<tr>
<td>Commitment to attendance at work</td>
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<th>Confidential References and Reports</th>
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<tbody>
<tr>
<td>References should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above</td>
</tr>
<tr>
<td>Positive recommendation from current employer</td>
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<tr>
<td>Satisfactory health and attendance record</td>
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