

Employee Specification Form

Important - Study “Explanatory Notes” printed overleaf before completing form

Post Number	
Job Title	Temporary Main scale class teacher
Department	OAK TREES MAT - Poulton Lancelyn Primary
Prepared by and date	CA 04/12/17

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Degree or equivalent Qualified teacher status 	App	<ul style="list-style-type: none"> Evidence of recent and relevant continuing professional development Additional relevant qualifications eg first aid, coaching awards 	App App
Experience <ul style="list-style-type: none"> Of delivering KS1 & KS2 2014 National curriculum Excellent classroom skills that demonstrate outstanding practice Recent successful teaching experience demonstrating good/outstanding progress of pupils 	App/I App/I	<ul style="list-style-type: none"> Experience of teaching in more than one year group Experience of leading extra curricular clubs 	App App
Knowledge and skills <ul style="list-style-type: none"> Excellent teaching skills, coupled with a clear understanding of how to meet the needs of a range of aptitudes and abilities Clear personal philosophy of education Sound knowledge of new National Curriculum with expertise in at least one area. Excellent interpersonal and communication skills Understanding of how to monitor pupil progress and tailor their learning accordingly using assessment information. Clear understanding of safeguarding procedures Ability to work well as part of a team and make effective, positive contribution 	Obs/A/I App/I App/I App/I App/I App/I	<ul style="list-style-type: none"> Understanding of current national initiatives Enthusiasm and ability to lead a curriculum area across the school. Ability to create challenging, creative and effective learning opportunities for all pupils. Ability to use assessment data to inform teaching and learning 	App/I App/I Int App/I
Special Requirements: <ul style="list-style-type: none"> Enthusiasm for teaching and learning, with the ability to motivate and inspire Evidence of positive contribution to the wider life and ethos of school Evidence of successful teamwork Communicate confidently and effectively Develop positive professional relationship with all stakeholders 	App/I App/I App/I App/I App/I	<ul style="list-style-type: none"> Willing to lead extra curricular activities in KS1 and KS2 Show a flexible, positive approach to school life 	App/I App/I

NB. Candidates must meet essential requirements to apply.

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc