



Employee Specification Form

Post Number	
Job Title	Key Stage 2 Teacher
Department	Poulton Lancelyn Primary School
Prepared by and date	April 2018

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status • Degree 	Application	Qualifications <ul style="list-style-type: none"> • Evidence of further study in Leadership • Recent professional development in courses relevant to Primary education 	Application
Experience <ul style="list-style-type: none"> • Experience of leading a subject effectively • Experience of coaching and supporting members of a team to achieve positive outcomes for children • Substantial experience of teaching and learning in KS2 	Application/ Interview	Experience <ul style="list-style-type: none"> • Leadership of a core subject • Experience of teaching in KS1 or knowledge of the KS1 curriculum • Experience of using external and internal data tracking to inform school improvement planning • Experience and understanding of the effective deployment of teaching assistants. 	Application
Knowledge and Skills <ul style="list-style-type: none"> • Detailed knowledge of the Primary National Curriculum and current educational issues • Excellent understanding of planning, teaching and assessment to ensure good rates of progress and high levels of attainment • Excellent skills in communication • Ability to foster positive working relationships with children, parents and staff • Knowledge of legal requirements for safeguarding 	Application/ Interview	Knowledge and Skills <ul style="list-style-type: none"> • Knowledge of a range of effective interventions to meet the needs of individuals • Understanding of Pupil Premium Funding and how it can be used to have a positive impact 	Application/ Interview
Special Requirements <ul style="list-style-type: none"> • Be an effective team player within the school and across the MAT • Willingness to contribute to the wider ethos and values of the school. 	Interview		Application/ Interview

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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