

## Employee Specification Form

Post Number	
Job Title	Teaching post
Department	St. Bridget's CE Primary
Prepared by and date	Mr Le Feuvre (Headteacher) 21.05.26

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised teaching qualification</li> <li>Attendance at a range of in-service training dealing with current educational issues.</li> </ul>	App App	<ul style="list-style-type: none"> <li>Evidence of undertaking personal research to develop professional pedagogy</li> </ul>	App/Int
<b>Experience</b> <ul style="list-style-type: none"> <li>An excellent classroom practitioner with high expectations of pupils' attainment and behaviour.</li> <li>Experience and understanding of a creative approach to teaching and learning with an ability to cater for all learning styles</li> <li>A proven commitment to monitoring, evaluating and adapting practice, to maintain high standards maintaining standards.</li> <li>Successful experience of working as an effective, enthusiastic and willing team member with excellent interpersonal skills.</li> </ul>	App/Int  App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>Recent and relevant successful teaching experience</li> <li>Experience of leading a curriculum area</li> <li>Experience of teaching Maths No Problem or similar mastery approach</li> <li>Experience and knowledge of Phonics.</li> <li>Experience of working with outside agencies.</li> </ul>	App/Int App/Int App/Int App/Int App/Int
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Thorough knowledge of the National Curriculum</li> <li>Knowledge and understanding of Assessment for Learning and the principles of effective planning, teaching and assessment for learning.</li> <li>Commitment to raising standards of attainment and achievement.</li> <li>Excellent classroom management skills.</li> <li>Knowledge of current legal requirements and guidance on safeguarding and wellbeing of children</li> <li>An ability to use innovative and appropriate IT effectively in the curriculum and as a professional tool</li> </ul>	App/Int App/Int  App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>A knowledge of working with vulnerable pupils and strategies to support social, emotional and mental health</li> <li>A willingness to be flexible to teach across the primary phase.</li> </ul>	App/Int App/Int
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Good organisational and time management skills</li> <li>Approachable and flexible with the ability to work as part of a team.</li> <li>Commitment to developing high quality relationships with staff, parents, governors and the wider community.</li> <li>Enthusiasm for promoting the vision, values and ethos of St. Bridget's CE Primary School.</li> </ul>	App/Int App/Int App/Int  App/Int	<ul style="list-style-type: none"> <li>Interest and willingness to be involved in extra-curricular activities</li> </ul>	App/Int

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, e.g. "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, e.g. if numeracy is specified as a requirement, you should indicate the levels of skill, i.e. 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? e.g. 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, e.g. application form, interview, tests, references, etc