M23

WIRRAL

Employee Specification Form

Post Number	E208/05/01
Job Title	Heygarth Primary School – EYFS teacher
Department	EYFS
Prepared by and date	H. Beamish – November 2026

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications • Recognised teaching qualification; • Attendance at a range of in-service training dealing with current educational issues.	App App	• Evidence of further related study or qualifications.	App
Experience • An excellent classroom practitioner with high expectations of pupils' attainment and behaviour; • Experience and understanding of adaptive learning in order to cater for all learning styles; • A proven commitment to monitoring, evaluating and adapting practise, in order to maintain high standards; • Successful experience of working as an effective, enthusiastic and willing team member with excellent interpersonal skills. • Experience of deploying staff effectively; • Experience of teaching children with additional needs.	App/Int App/Int App/Int App/Int App/Int	• Recent and relevant successful teaching experience in EYFS; • Experience of leading a curriculum area; • Experience of teaching 'Read Write Inc Phonics'; • Experience of working with outside agencies. • An understanding of teaching using the Hygge and Curiosity approach; • An understanding of using planning in the moment and objective led planning; • Experience of using Forest School and a love of learning outdoors.	App/Int App/Int App/Int App/Int
Knowledge and skills • Knowledge and understanding of Assessment for Learning and the principles of effective planning, teaching, and assessment for learning; • A sound working knowledge of the Revised Early Years Framework; • Commitment to raising standards of attainment and achievement; • Excellent classroom management skills; • Knowledge of current legal requirements and guidance on Safeguarding and the well-being of children; • An ability to use innovative and appropriate IT effectively throughout the curriculum, and as a professional tool.	App/Int Int App/Int App/Int Int App/Int		
Special Requirements • Good organisational and time management skills; • Approachable and flexible with ability to use own initiative; • Proven record of, and commitment to, developing high quality relationships with staff, parents, governors and the wider community;	App/Int App/Int App/Int App/Int	• Interest and willingness to be involved in extra curricular activities & workshops for parents.	App/Int

• Enthusiasm for promoting the aims, ethos and vision of Heygarth Primary School.	App/Int		

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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, 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