

## Employee Specification Form

Post Number	
Job Title	Class Teacher- Fixed Term Contact
Department	Castleway Primary School & Castleway Nursery School The Unity Federation
Prepared by and date	Mr. S. Mycroft – 13/05/24

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (MO3)

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	App	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	App
<b>Experience</b> <ul style="list-style-type: none"> <li>A dynamic class teacher with primary school phase experience</li> <li>Successful experience of teaching KS2</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Successful experience of teaching UKS2</li> <li>Successful experience of working with teaching assistants and other adults</li> <li>Experience of monitoring, assessment, recording and reporting of pupils</li> </ul>	App/Int App/Int
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Excellent teaching skills which reflect high expectations and ensure all children are appropriately challenged and supported.</li> <li>Ability to plan and deliver a creative, thematic and exciting curriculum.</li> <li>A commitment and ability to raise standards for <u>all</u> pupils.</li> <li>Excellent organisation and interpersonal skills</li> <li>Ability to analyse and use data effectively to improve outcomes for children</li> <li>Ability to prioritise, plan, organise workload and meet deadlines</li> <li>Ability to demonstrate positive behaviour management strategies</li> <li>Ability to create a challenging, creative and effective learning environment</li> </ul>	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>Knowledge of approaches to develop mastery in maths</li> </ul>	App/Int App/Int
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Enthusiasm for teaching and learning, with the ability to excite and enthuse</li> <li>Ability to work effectively as part of, and contribute to, a strong school team</li> <li>Understanding of safeguarding issues within a whole school context</li> </ul>	App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>Ability to contribute to the life of the school and its community</li> </ul>	App/Int

# Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

## **What is the purpose of an Employee Specification Form?**

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

## **What are personal attributes?**

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post. They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

## **What are essential personal attributes?**

These are the personal attributes without which a person would simply be unable to do the job.

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

*Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).*

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

## **What are desirable attributes?**

These are the personal attributes which are desirable, but not essential.

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

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

## **What are the Stages Identified?**

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

## **How should I use the Employee Specification when completing my Job Application Form?**

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

**Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.**