



Employee Specification Form

Post Number	DAWPOOL CE AIDED PRIMARY SCHOOL
Job Title	Class Teacher – KS1
Department	Education
Prepared by and date	Head Teacher – July 2022

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Undergraduate degree, or recognised equivalent. Qualified Teacher Status (QTS). 	A A	<ul style="list-style-type: none"> Evidence of further related study, wider reading and knowledge of current educational initiatives and developments. 	A/int
Experience <ul style="list-style-type: none"> Demonstrable experience of successfully delivering the Teacher Standards. Recent experience of teaching in Key Stage One. A proven track record of delivering high quality teaching and learning across the curriculum. Experience of adapting teaching to meet individual needs. Experience of working as a member of a team and proactively seeking support if needed. 	A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> Experience of teaching the Planet Rocket Phonics SSP Programme. Experience of administering the Phonics Screening Check. Experience of teaching across the primary phase. Experience of effectively leading support staff. 	A/int A/int A/int A/int
Knowledge and skills <ul style="list-style-type: none"> Excellent skills in teaching phonics, early literacy and mathematics. The ability to provide a nurturing learning environment and excellent pastoral care for pupils. Excellent interpersonal and communication skills. Ability to promote high standards of behaviour and a positive ethos within the school. Excellent organisational skills. High level of written and oral communication. Clear understanding of the statutory requirements for safeguarding pupils - <i>Keeping Children Safe in Education (September 2022)</i>. 	A/int A/int A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> Understanding of the statutory requirements for Equal Opportunities, Health and Safety and SEND. Knowledge of the Early Years Foundation Stage Framework. Knowledge of the expected standard at the end of KS1. 	A/int A/int A/int
Special Requirements: <ul style="list-style-type: none"> A keen interest in working in a Church of England school. Commitment to promoting and enhancing the school's distinctive Christian vision and values. A commitment to professional development and career progression. Enhanced disclosure from the Disclosure and Barring Service (DBS). 	A/int A/int A/int A/int A/int	<ul style="list-style-type: none"> A keen interest in supporting the school's PE curriculum and contributing to extra-curricular sport. 	A/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.