



Employee Specification Form

Post Number	
Job Title	Class Teacher – Well Lane Primary School
Department	Children and Young People's Department
Prepared by and date	Mrs Roberts May 2025

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications - Qualified teacher status - Evidence of continuing professional development relevant to this post.	App App		App
Experience - Excellent classroom practitioner with high expectations of pupils' attainment & behaviour - Able to demonstrate outstanding teaching - Experience of monitoring, assessment, recording and reporting of pupils' progress - Experience of data analysis and target setting - Experience of working effectively with pupils with a wide variety of needs and abilities resulting in high standards and excellent rates of pupil progress.	App/Int App/Obs Obs App App/Int Int		App/Int App/Int App
Knowledge and skills - Excellent subject knowledge of curriculum - Excellent communication and interpersonal skills - Ability to work effectively with additional adults - Ability to support children with SEND in an inclusive environment - Clear understanding of Assessment for Learning strategies and personalised learning - Understanding of an outstanding curriculum - A thorough understanding of good safeguarding practice. - Ability to form good parent relations.	Obs/Int Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref App/Int App/Int Int/Ref		App/Int App
Special Requirements - Good organisational skills and ability to meet deadlines - Warmth, flexibility and a sense of humour - Ability to work as part of an effective team - Excellent inter-personal skills and communication skills with an awareness of a wide range of strategies to promote the well being of all children including effective and positive management of behaviour. - Ability and willingness to deliver extra curricular activities	Int/Ref Int/Ref Ref Int APP/ INT		App/Int App App

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, 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