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**Personnel Specification**

|  | Essential Requirements | How Identified |
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| 1. Physical  Consider the real needs of the post. Be particularly wary about setting limits which actively discriminates against specific age groups and disabled people. | Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet this criteria and choose to include an explanation then this will be considered  Smart appearance  Clear speech. | Information obtained from successful candidate after conditional offer of employment has been made. |
| 2 Qualifications/Relevant Experience  What does the post require in the way of: level of formal qualifications/relevant experience. Describe these by level of attainment and by subject matter where appropriate or appropriate subject related qualification/ relevant experience (for unqualified teachers) and/or supplementary qualifications (for teachers of the deaf etc.) | Qualified primary teacher  Knowledge of National Curriculum and Assessment  Evidence of relevant training in primary education. | Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record. |

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| --- | --- | --- |
| 3. Training/Special Knowledge  What does the post require in the way of: specific and/or specialist training/knowledge eg counselling, pastoral care, interpersonal skills. Practical training in the use of specific equipment. | Enthusiasm and love for teaching .  Flexible, able to cope with change.  Excellent communication and interpersonal skills.  Undertake presentation to parents as appropriate.  Willingness to take a full part in the life of the school. | Past training employment history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview. |
| 4. Circumstances (Personal)  What kind of personal circumstances are required eg the ability to work unsociable hours, weekends, etc. Willingness to live in if the post requires (residential centres). Ability to travel to various locations. | Flexible hours | Ensuring candidates are aware of these requirements from the post description. Interview questions and application form details. |
| 5. Practical and Intellectual  What practical and intellectual skills are required for performing the duties of the post effectively eg, does the person need to be a practically oriented person, should they be able to make decisions, should they be able to understand, interpret, write and communicate information. What degree of manual dexterity is needed. | Ability to use initiative; lead others; co-operate within a team; be approachable; reliable; flexible; able to work under pressure  Insistence on high standards and expectations of children.  A creative and exciting learning environment, where children’s work is well displayed.  Work planned to a high standard and regular assessment of children’s achievements carried out.  An understanding of differentiation in tasks. | Performance in related selection process. |
| 6. Any other additional requirements specific to this post. | Vetting & Barring Scheme Regulated Activity Registration and Enhanced DBS Disclosure Check required.  GTC Registration. |  |