

Employee Specification Form

Post Number	Greasby Junior School
Job Title	Key Stage 2 Teacher (Maternity Cover)
Department	Children and Young People's Department
Prepared by and date	Mrs Emma Ball (March 2024)

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Qualified teacher status 	Application	<ul style="list-style-type: none"> Attendance at a range of in-service training of current educational issues. 	Application
Experience <ul style="list-style-type: none"> Successful teaching experience in KS2 Enthusiastic and excellent classroom practitioner with high expectations of pupils' attainment & behaviour Able to demonstrate outstanding teaching over time; sound knowledge of the elements of effective teaching and learning. Experience of monitoring, assessment, recording and reporting of pupils' progress Experience of data analysis and target setting Experience of teaching Maths No Problem 	Application, Interview & Reference	<ul style="list-style-type: none"> Range of experience across the key stage Experience of leading a subject. 	Application, Interview & Reference
Knowledge and skills <ul style="list-style-type: none"> A commitment to uphold the school ethos, values and vision and Teacher Standards Excellent subject knowledge of KS2 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 Ability to use assessment to inform planning and to develop effective intervention strategies. A thorough understanding of good safeguarding practice. Ability to form good relationships with parents and families 	Application, Interview & Reference	<ul style="list-style-type: none"> Excellent subject knowledge of Maths No Problem approach to teaching and learning Ability to be innovative with curriculum design Ability to create challenging, creative and effective learning opportunities for all pupils. Competent in the effective use of ICT to enhance teaching and learning. Knowledge and experience of applying the principles of growth mindset in the classroom. Understanding of Tom Sherrington's work on questioning and retrieval 	Application, Interview & Reference
Special Requirements <ul style="list-style-type: none"> A commitment to the provision of an organised, calm, professional and inspiring learning environment Good organisational skills and ability to meet deadlines Warmth, flexibility and a sense of humour Ability to work as part of an effective team 	Application, Interview & Reference	<ul style="list-style-type: none"> Willingness to promote after school provision/clubs Willingness to contribute fully to the wider life of the school. 	Application, Interview & Reference

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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, 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