



## Employee Specification Form

Post Number	
Job Title	Church Drive Primary School – Nursery Teacher
Department	Dept Oak Trees MAT- Church Drive Primary School
Prepared by and date	Mrs J Jones (Head) 6 <sup>th</sup> June 2025

**Important - Study “Explanatory Notes” printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised teaching qualification or equivalent nursery lead practitioner qualification.</li> </ul>	App App	<ul style="list-style-type: none"> <li>Evidence of undertaking personal research to develop professional pedagogy</li> </ul>	App/Int
<b>Experience</b> <ul style="list-style-type: none"> <li>An excellent classroom practitioner with high expectations of pupils' attainment and behaviour.</li> <li>Experience and understanding of a creative approach to teaching and learning with an ability to cater for all learning styles</li> <li>A proven commitment to monitoring, evaluating and adapting practice, in order to maintain high standards</li> <li>Experience of working with other educators, support staff and parents to create a cohesive learning environment.</li> <li>Experience of nurturing and educating young children (age 3-5) to foster their cognitive, social and emotional development.</li> <li>Experience of creating a safe and engaging learning environment, planning and carrying out age-appropriate lesson plans and activities.</li> </ul>	App/ntT  App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>Recent and relevant successful EYFS teaching experience</li> <li>Experience of leading a curriculum area</li> <li>Experience of maintaining accurate records of children's progress and attendance.</li> <li>Experience and clear understanding of the needs of SEND and vulnerable pupils.</li> <li>Experience of working with outside agencies.</li> </ul>	App/Int App/Int App/Int App/Int App/Int App/Int App/Int
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Thorough knowledge of the 2014 National Curriculum and recent documentation from DfE e.g. 'Strong Foundation Report'.</li> <li>Experience of observing and assessing children's progress, identifying potential developmental issues and communicating concerns to parents.</li> <li>Experience of maintaining a positive and structured classroom environment, managing pupil behaviour and ensuring safety.</li> <li>Knowledge of current legal requirements and guidance on safeguarding and wellbeing of children</li> <li>Knowledge of child development understanding the stages of child development and how to support.</li> </ul>	App/Int App/Int  App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> <li>Patience and understanding, to work effectively with young children and their individual needs.</li> <li>Clear communication skills, communicating effectively with children, parents and colleagues.</li> <li>Have a creative and playful disposition to develop engaging and stimulating learning activities</li> </ul>	App/Int App/Int  App/Int

<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Good organisational and time management skills</li> <li>• Approachable and flexible with ability to use own initiative</li> <li>• Proven record of , and commitment to, developing high quality relationships with staff,parents, governors and the wider community.</li> <li>• Enthusiasm for promoting the vision, values and ethos of Church Drive Primary School.</li> </ul>	App/Int App/Int App/Int  App/Int	<ul style="list-style-type: none"> <li>• Interest and willingness to be involved in extra-curricular activities and workshops for parents</li> </ul>	App/Int
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Candidates must meet essential requirements to apply.

# 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