



Egremont Primary School



Post Number	
Job Title	M1 - M6 Class Teacher (Fixed term until 31.8.26)
Department	Egremont Primary School
Prepared by and date	Mrs M Wakefield (June 25)

Employee Specification Form

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M23).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Qualified teacher status 	APP	<ul style="list-style-type: none"> First Aid Safeguarding training Successfully completed ECT induction 	APP APP
Experience <ul style="list-style-type: none"> An outstanding and creative practitioner Experience of working successfully in EYFS, KS1 or KS2 Experience in the delivery of adaptive teaching for all groups of learners, including vulnerable groups and SEND Experience of using a range of positive behaviour strategies successfully 	APP/OB/INT	<ul style="list-style-type: none"> Experience of using assessment software to identify and close gaps and raise standards Ability to raise standards to meet and exceed national expectations Experience in successfully challenging higher attaining pupils Experience of raising standards in EYFS, KS1 or KS2 	APP/INT
Knowledge and Skills <ul style="list-style-type: none"> A commitment to uphold the school ethos, values and vision and Teacher Standards In depth knowledge of the National Curriculum A commitment to developing excellent relationships with all pupils, families and staff Ability to communicate effectively with all stakeholders An ability to use the school's behaviour policy in a positive and effective manner, conducive to a mutually respectful learning environment A strong commitment to safeguarding and promoting the physical, emotional health and mental well-being of children and their families Proficient in the use of IT 	APP/OB/INT	<ul style="list-style-type: none"> An understanding of the Paul Dix approach to behaviour management and a commitment to the whole school rules of Be Ready, Be Respectful, Be Safe Working knowledge of the Ofsted framework 	APP/OB/INT
Special Requirements <ul style="list-style-type: none"> A commitment to the provision of an organised, calm, professional and inspiring learning environment Willingness to be involved in the wider school and community Ability to work within a team Ability to work proactively, demonstrate flexibility and independence 	APP/OB/INT	<ul style="list-style-type: none"> A willingness to lead a subject or have the ambition to eventually lead a subject if an ECT 	APP/INT

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form.

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.

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, e.g. 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 the Job Application Form. 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.