



Employee Specification Form

Post Number	
Job Title	Teacher - EYFS
Department	Woodlands Primary School
Prepared by and date	G Crosthwaite October 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications Qualified Teacher Status	A	Recent professional development that relates to the post Other relevant qualifications	A A
Experience Prior high quality teaching experience in EYFS Use of effective assessment strategies and the ability to track pupil progress and compare groups Experience of inclusive practice and adaptive teaching for those learners with SEND, EAL and ACES.	A/I A/I	Experience of supporting and managing teaching assistants Experience of leading a curriculum area Experience of using Wellcomm to assess early language development Experience of using Development Matters documentation to accurately assess pupils' learning progress	A/I A/I
Knowledge and skills Highly effective communication skills, and a commitment to a collaborative, team approach Creative use of ICT to develop learning An excellent understanding of the teaching of phonics A willingness to contribute any personal skills and talents in extra curricular activities Good knowledge of the EYFS Framework, EYFS Foundation Stage Profile, Development Matters, Strong Foundations and Executive Functioning.	A/I A/I A/I A/I A/I	Ability to contribute to the leadership and development of a subject area	A/I
Special Requirements Good team player who is flexible and can fit into a happy, well-established team A thorough understanding of good safeguarding practice. Good organisational skills and ability to meet deadlines Willingness to support the wider life of the school	A/I I A/I	Able to work with imagination and creativity to provide stimulating learning opportunities Experience of successfully working with colleagues, families, governors, agencies and the wider community	A/I A/I I

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

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 (M03).

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 an 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 Section A4 of the Job Application Form (M05). 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.