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| 60WIRRAL | | Employee Specification Form **M23**  Specification for the post of: **Bedford Drive Primary School** – **F1 Class Teacher** | | | |
| **Personal Attributes** | | | | | |
|  | Essential | |  | **Desirable** |  |
|  |  | | Stage Identified |  | Stage Identified |
| Qualifications | * Recognised teaching qualification. * Attendance at a range of relevant INSET/CPD dealing with current educational issues. | | App  App/Int | * To have evidence of further professional study. * Willingness to attend further relevant study. | App  App |
| Experience | * Experience of effective teaching in EYFS. * Experience of teaching early reading and phonics with proven impact. * Able to demonstrate that classroom practice and teaching is consistently good or better and evidence that it impacts on learning. * Demonstrate effective strategies for raising standards. * Ability to create a happy, challenging and effective learning environment that is inclusive and engaging. * Experience of using data analysis to improve outcomes for all pupils including SEND. * Ability to reflect, evaluate and constantly seek to improve own teaching. * Experience of working with colleagues to share best practice. * Experience of leading a subject or aspect of the curriculum. | | Ob/Int  LL/Interview  LL/Interview  LL/Interview  LL/Interview  LL/Interview  LL/Interview | * Experience of teaching Foundation 1 * Experience of using Collaborative Learning to enhance children’s learning. * Ability to share and model good practice openly * Willingness to learn from others. * Experience of teaching mathematics via Maths No Problem. * Experience of teaching phonics using Little Wandle Scheme. * Experience of effective teaching across KS1 and EYFS. | LL/Interview  LL/Interview |
| Knowledge & Skills | * A clear personal philosophy of education and practice including a vision for the future. * Excellent teaching skills and ability to teach phonics and reading effectively. * Knowledge of the contents of the primary curriculum. * Understanding of the principles of effective teaching and effective assessment for learning. * Ability to use assessment to improve outcomes. * Knowledge and expertise in positive behaviour management. * Ability to work as an effective team member to improve teaching and learning. | | App/Interview  LL/Interview  LL/Interview  LL/Interview  LL/Interview  LL/Interview | * Ability to lead a subject and impact across school. * Ability to work collaboratively and contribute to the whole school team. | App  LL/Interview |
| Special Requirements | * Be prepared to challenge underachievement. * Excellent inter-personal relationships and communication skills with all stakeholders including parents. * An up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people. * A positive attitude to change. * Flexibility and enthusiasm. * Good sense of humour. | | LL/Interview  App/Interview  LL/Interview  App/Interview  LL/Interview  LL/Interview  LL/Interview | * Commitment to developing high quality relationships with parents. * Commitment and willingness to involve yourself in the life of the school. | LL/InterviewLL/Interview  App |

Employee Specification Form – Guidance for Applicants

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| 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 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, eg 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.** |