



## Employee Specification Form

Post Number	E556/05/01
Job Title	Specialist Classroom Teacher with good behaviour management skills
Department	Meadowside Special School, Pool Lane, Woodchurch, CH49 5LA
Prepared by and date	P WAREING – HEAD TEACHER February 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
<p><b>Qualifications/References:</b></p> <p>Qualified Teacher status</p> <p>Enhanced DBS certificate and barred list check</p> <p>Evidence of previous work experience</p> <p>Provision of professional references</p> <p>Very good record of reliability and attendance.</p>	Recruitment process	<p>Additional training or qualifications in relevant fields</p> <p>Driving Licence.</p> <p>Wirral minibus driving qualification.</p> <p>Safeguarding training.</p> <p>Team Teach training</p> <p>Total Communication Training</p>	Recruitment process
<p><b>Experience:</b></p> <p>Experience of teaching pupils with complex learning difficulties, or for ECTs/ those new to CLD, work or voluntary experience in a comparable learning environment</p> <p>Organising and participating in extracurricular activities</p> <p>Proven ability to work effectively with a variety of pupils including those with significantly complex and challenging behaviours.</p> <p>Evidence of effective planning, teaching, conducting assessment, maintaining records and producing reports on pupils – adaptive teaching and personalisation of support, to provide work that challenges pupils from differing starting points</p> <p><b>Proven implementation of Safeguarding procedures in schools</b></p>	Recruitment process	<p>Experience of working with pupils with ASD/ADHD</p> <p>Experience of working with pupils impacted by trauma</p> <p>Experience of working with pupils with PMLD</p>	Recruitment process
<p><b>Knowledge and skills:</b></p> <p>A clear understanding of differentiation of formality of curricula and high expectation</p> <p>Sufficient knowledge to answer objective-led, curriculum-related questions, raised by pupils</p> <p>Evidence of ability to build and maintain effective working relationships with all stakeholders.</p> <p>Demonstrate a secure knowledge and understanding of effective pedagogy in response to the best way individuals learn.</p> <p>Demonstrate an understanding of effective teaching of pupils with complex learning difficulties.</p> <p>Knowledge of effective intervention strategies, to improve the impact of quality of</p>	Recruitment process	<p>An understanding of how assessment information and prior attainment information can be used to improve practice</p> <p>An understanding of relevant legislation and educational developments</p> <p>An understanding of how pupils with severe learning difficulties, learn.</p> <p>Knowledge and ability to use I.C.T.</p> <p>Skills in effective resource management and deployment.</p>	Recruitment process

education			
<p><b>Special Requirements/Personal Traits:</b></p> <p>Have high professional standards and high energy levels.</p> <p>Highly organised and an effective time manager</p> <p>Hardworking, with high expectations of themselves and able to maintain successful working relationships with colleagues</p> <p>Able to work independently and as part of a team</p> <p>Able to promote good behaviour, dynamically risk assess and take control of situations</p> <p>Committed to CPD, their own and that of others</p> <p>Excellent communication skills.</p> <p>Commitment, enthusiasm and integrity.</p> <p>Fluency in English speaking and comprehension.</p>	Recruitment process	<p>Committed to contributing to the wider school and its community</p> <p>Capable of handling a demanding workload and successfully prioritise work</p> <p>Able to work flexibly, attending meetings beyond the school day, in addition to managing a demanding workload</p>	

# 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?**

Personal attributes are: qualifications, experience, knowledge & skills & 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, (at Application stage), will result in you not being shortlisted for interview/next stage.**