

## Employee Specification Form

Post Number	
Job Title	Class Teacher
Department	Greenleas Primary School.
Prepared by and date	Sharon Edwards April 2026

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p><b>Qualifications</b> Recognised qualified Teacher Status Evidence of recent, relevant and continued professional development focused on teaching and learning, subject leadership etc..</p>	App	Willingness to continuing professional development as an aspiring leader	App
<p><b>Experience</b> An excellent practitioner with high expectations of pupils' outcomes and behaviour. At least 3 years successful teaching experience in a Key stage, either EYFS, KS1 or KS2. Successful experience of teaching children with a variety of needs including very able children as well as those with special needs, including ASC and ADHD Successful experience of effectively leading support staff to support teaching and learning for all pupils of all abilities Able to demonstrate that classroom practice and teaching is consistently of a high standard.at least good, and that it impacts positively on learning/outcomes Demonstrate effective strategies for raising standards within subjects taught Ability to reflect, evaluate and seek to improve own teaching through CPD and collaboration with colleagues. Experience and enthusiasm for driving subject improvement as a committed and effective subject leader, please state subject strengths Experience of supporting transition between key stages.</p>	App/int/less on orbs	Experience of teaching mixed age classes Ability to share and model good practice openly Willingness to learn from others Experience of Little Wandle phonics scheme	App/int/les son obs
<p><b>Knowledge and skills</b> Excellent understanding of high-quality, inclusive and responsive teaching and learning. Ability to successfully use AL and assessment information to monitor and impact on pupil progress Excellent knowledge of the curriculum, including early reading and phonics A positive relational approach to behaviour management and an understanding of a range of strategies to support children. Ability to use ICT as a professional tool to enhance and support teaching and learning Ability to demonstrate commitment to the protection and safeguarding of young children.</p>	App/int/less on obs	Ability to work collaboratively and contribute to the whole school team Knowledge and understanding of multi-agency work Knowledge of British Sign Language or willingness to learn	App/int/les son obs

Excellent interpersonal and communication skills with all stakeholders, including parents			
<b>Special Requirements</b> Ability to nurture a child's individualism with a strong commitment to inclusion, including our Deaf Resource Base Adaptable, positive, proactive and solution focused Evidence of working collaboratively towards shared goals in a strong team Commitment to support the school's vision, values and culture of teamwork Enthusiasm for creating a happy, challenging and effective learning environment A commitment to broadening the range of opportunities available to children through enrichment, extracurricular activities etc..	App/int/less on obs	Willingness to seek advice and support and respond to it constructively. Expertise that will complement the existing teaching team. Please state curriculum strengths	App/int/less on obs

# 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.

### 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, e.g. "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, e.g. if numeracy is specified as a requirement, you should indicate the levels of skill, i.e. 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? e.g. live-in requirements, flexible working hours, weekend working.

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.

**Stage Identified**

Indicate at which stage in the selection process the personal attribute is to be identified, e.g. application form, interview, tests, references, etc