



Employee Specification Form

Post Number	
Job Title	Teacher (Maternity leave) EYFS
Department	Kingsway Primary School, Wallasey
Prepared by and date	Helen Holbrook, April 2026

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

Key: **A**= Application **I**= Interview **R**=Reference

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p>Qualifications</p> <ul style="list-style-type: none"> • QTS (Primary age-range). • Recognised teaching qualification- degree or equivalent. • Completion of NQT or ECT programme. • Evidence of engagement with CPD activities. • Desire to further enhance CPD, teaching and Subject Leader expertise. 	<p>A A A A A, I</p>	<ul style="list-style-type: none"> • Training that enhances expertise or provides an opportunity to add to the wider school community. 	<p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> • Proven skills as a primary Classroom Teacher, with an ability to demonstrate excellent practice. • A proven track record of successful use of positive behaviour management strategies. • Successful teaching experience within an EYFS classroom. • Experience leading a subject or the desire to gain experience of leading or contributing to the development of a curriculum area. 	<p>A, I, R A, I, R A, I, R A, I</p>	<ul style="list-style-type: none"> • To have managed another adult within the classroom. • Experience of having taught phonics successfully using Read, Write, Inc. (RWI). 	<p>A, I A, I</p>
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Sound knowledge of the National Curriculum. • Knowledge and understanding of the pedagogy of early maths and phonics. • The ability to plan learning activities to meet the needs of all individual children and to adapt teaching and learning as appropriate. • Able to provide a well-organised and well-managed classroom, which provides a stimulating, tidy and welcoming environment for children. 	<p>A, I, R A, I, R A, I, R A, I, R</p>	<ul style="list-style-type: none"> • Read, Write, Inc (RWI). phonics training. 	<p>A, I</p>

<ul style="list-style-type: none"> • Ability to safeguard and promote the welfare of children and young people. • Ability to use feedback to track pupil progress and inform planning. • Ability to use formative assessment to adapt teaching in the moment. • Good ICT skills, particularly using ICT to support learning. • Excellent written and oral communication skills. 	<p>A, I, R A, I, R A, I, R A, I A, I</p>		
<p>Special Requirements:</p> <ul style="list-style-type: none"> • Commitment to the professional Teachers' Standards. • Satisfactory enhanced DBS check. • High expectations of the children and themselves. • A commitment to help children from all groups to achieve their maximum potential; a passion for teaching and inclusivity. • A desire to work as part of a team and evidence that shows this commitment. • To have a willingness to run an after-school club. • Experience in building positive relationships with the wider community, including parents and carers. 	<p>A, I, R A A, I, R A, I, R A, I, R A, I, R A, I A, I</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?

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.