



Employee Specification Form

Post Number	
Job Title	UPPER KS2 CLASS TEACHER
Department	Children & Young People's Department St Peter's Catholic Primary School
Prepared by and date	SBM & Headteacher April 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p>Qualifications</p> <ul style="list-style-type: none"> Degree or equivalent Qualified teacher status 	<p>A</p> <p>A</p>	<ul style="list-style-type: none"> Evidence of further study or qualifications Additional relevant qualifications eg first aid, coaching awards etc. 	<p>A</p> <p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> Delivering National Curriculum in Key Stage Two Excellent classroom skills that demonstrate outstanding practice Recent successful teaching experience demonstrating good/outstanding progress of pupils 	<p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Evidence of continuing professional development Successful experience of working with teaching assistants and other adults Experience of monitoring, assessment, recording and reporting of pupils 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Knowledge and skills</p> <ul style="list-style-type: none"> Excellent teaching skills which reflect high expectations and ensure all children are appropriately challenged and supported. Ability to plan and deliver a creative and ambitious curriculum A commitment and ability to raise standards for all pupils. Excellent organisation and interpersonal skills Ability to analyse and use data effectively to improve outcomes for children Ability to prioritise, plan, organise workload and meet deadlines Ability to demonstrate consistent positive behaviour management strategies Clear understanding of the statutory requirements of current legislation concerning SEN and Child Protection Ability to create a challenging, creative and effective learning environment 	<p>Obs/A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Experience of teaching across in a primary school Knowledge and understanding of inclusion and current Special Needs guidance and its application in the whole school setting Ability to use assessment data to inform teaching and learning 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Special Requirements</p> <ul style="list-style-type: none"> Enthusiasm for teaching and learning, with the ability to excite and enthuse A willingness to lead a subject across the school. Ability to work effectively as part of, and contribute to, a strong school team Evidence of positive contribution to the wider life and ethos of school 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Show a flexible, positive approach to school life An enthusiasm to contribute to the wider life of school 	<p>A/I</p> <p>A/I</p>

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.

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.

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, eg “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, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie 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? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

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