



Employee Specification Form



Post Number	
Job Title	Class Teacher
Department	Liscard Primary School
Prepared by and date	Jane Fagan – May 2026

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
Qualifications <ul style="list-style-type: none"> Qualified teacher status 	Application form	<ul style="list-style-type: none"> Commitment to CPD 	Application form and interview
Experience <ul style="list-style-type: none"> Outstanding classroom practitioner with high expectations for pupils' attainment and behaviour Experience of working with a range of specific learning needs. Ability to work as part of a team. Ability to cater for all learning styles. Recent successful teaching experience Successful experience of working with teaching assistants and other adults. 	Application form and interview	<ul style="list-style-type: none"> Experience of working with a variety of IT applications to enhance the learning experiences for children Using virtual reality headsets to engage children in learning so that they are able to do more, know more and remember more 	Application form and interview
Knowledge and skills <ul style="list-style-type: none"> A clear understanding of how children learn and how barriers to learning can be removed. Ability to effectively use daily assessment to inform future planning and interventions Excellent behaviour management strategies. Ability to use a range of interactive technology to enhance the curriculum and engage learners. An excellent understanding of the National Curriculum. Ability to develop a challenging, creative and effective learning environment Ability to provide effective 'in the moment' feedback to children, which they respond to in order to promote good progress A clear and robust understanding of safeguarding procedures. 	Application form and interview	<ul style="list-style-type: none"> Ability to engage and enthuse pupils. Experience of using IT programmes to track the progress of pupils in all subjects Ability to work as part of a subject team to engage children in exciting learning experiences 	Application form and interview
Special Requirements <ul style="list-style-type: none"> Willingness to embrace the school's ethos Commitment to inclusion Effective communication skills. Commitment to developing positive relationships with pupils and families. 	Application form and interview	<ul style="list-style-type: none"> Able to support a curriculum/ aspect area. 	Application form and interview

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.