

WIRRAL

Employee Specification Form

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| Post Number | |
| Job Title | Class teacher (Fixed term) |
| Department | Our Lady & St. Edward's Catholic Primary School |
| Prepared by and date | S Murphy April 2026 |

| Essential Personal Attributes | | Stage Identified | Desirable Personal Attributes | Stage Identified |
|------------------------------------|---|------------------|--|------------------|
| Qualifications | <ul style="list-style-type: none"> Qualified Teacher Status Evidence of recent and relevant professional development. | App/letter | <ul style="list-style-type: none"> Commitment/ willingness to obtain Catholic Teachers' Certificate once in post | App/letter |
| Experience | <ul style="list-style-type: none"> Experience of planning, delivering and assessing a broad and balanced curriculum. Experience of working effectively with Teaching Assistants to support learning. | App/letter/Int | <ul style="list-style-type: none"> Experience of teaching across both Key stages. | App/letter/Int |
| Knowledge and understanding | <ul style="list-style-type: none"> Secure knowledge of the national curriculum. Understanding of effective teaching, learning and assessment strategies. Knowledge of adaptive teaching to meet the needs of all pupils. Understanding of how to raise attainment and ensure progress for all pupils, including vulnerable and disadvantaged groups. Clear understanding of safeguarding responsibilities and procedures, Knowledge of the teachers standards. | App/letter/Int | | App/letter/Int |
| Knowledge and skills | <ul style="list-style-type: none"> Ability to plan and deliver engaging, well structured lessons. Ability to assess pupil progress effectively and use this to inform teaching. Strong behaviour management skills. Ability to create and maintain a safe, calm and purposeful learning environment. Ability and willingness to develop a classroom environment, including high quality displays that celebrate and value pupils' work and encourage them to take pride in their learning. Ability to motivate and engage learners, promoting high expectations. Ability to build positive and respectful relationships with pupils. Ability to deploy and direct Teaching Assistants effectively. Effective communications skills with pupils, colleagues and parents/carers. Ability to work collaboratively as part of a team. | App/letter/Int | <ul style="list-style-type: none"> To know the implications of the Code of Practice for SEND in teaching and learning Willingness to support extra curricular activities | App/letter/Int |

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|---------------------------|---|------------------------|--|--|
| Personal Qualities | <ul style="list-style-type: none"> • Commitment to the ethos and values of a Catholic school. • Commitment to ensuring success and achievement for all pupils. • Reflective practitioner with a commitment to ongoing professional development. • Professional integrity, reliability and enthusiasm. • Willingness to contribute to the wider life of the school. | App/ letter/ Int | | |
| Other requirements | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children. • Satisfactory references and enhanced DBS clearance. | App/ letter/ Int | | |

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.

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).

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.

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