



Employee Specification Form

Post Number	Leasowe Primary School
Job Title	Main Scale Class Teacher
Department	Children & Young People's Department
Prepared by and date	Claire Hill, Headteacher – May 2026

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> - Qualified teacher status 	App	<ul style="list-style-type: none"> - Evidence of recent and relevant continuing professional development 	App
Experience <ul style="list-style-type: none"> - An excellent classroom practitioner with high expectations of pupils' attainment and behaviour and an ability to cater for all learners - Experience of teaching at primary level that is consistently good or better - Experience of monitoring, assessment, recording and reporting of pupils - Successful experience of working as an effective, enthusiastic and willing team member 	App/Int	<ul style="list-style-type: none"> - Experience of teaching in UKS2 - Experience of leading a curriculum area throughout the school 	App/Int
Knowledge and skills <ul style="list-style-type: none"> - Secure understanding of effective teaching and learning strategies to meet individual needs - Ability to communicate and work effectively with parents and stakeholders - Ability to successfully promote high standards of behaviour and a positive ethos within school - An understanding and awareness of safeguarding and child protection issues - Understand the principles of equality and how it may inform whole school policy 	App/Int	<ul style="list-style-type: none"> - Evidence of working collaboratively with other teachers and staff to raise standards and pupil outcomes - Knowledge of programmes such as <i>Literacy Counts</i>, <i>White Rose Maths</i>, 	App/Int
Special Requirements <ul style="list-style-type: none"> - A commitment to supporting and promoting the vision and values of the school - A willingness to contribute fully to the wider life of the school - Self-motivated, organised, enthusiastic and approachable - A flexible and positive approach to challenge and change 	App/Int		App/Int

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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