

**Employee Specification Form**

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M23).

Post Number	Ladymount Catholic Primary School
Job Title	Class Teacher
Department	Education
Prepared by and date	N. Turner – June 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Recognised teaching qualification.</li> </ul>	App	<ul style="list-style-type: none"> <li>Degree or equivalent.</li> <li>Evidence of recent and relevant continuing professional development.</li> </ul>	App
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Excellent and outstanding classroom practitioner, who demonstrates enthusiasm, innovation and creativity in their teaching.</li> <li>Recent and relevant teaching experience in Key Stage 2.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Experience of working with mixed aged classes.</li> <li>Experience of cross curricular planning, including organising educational visits linked to the key topic areas.</li> <li>Recent successful classroom practice in both key stages.</li> </ul>	App/Int
<p><b>Knowledge and skills</b></p> <ul style="list-style-type: none"> <li>A detailed knowledge of the National Curriculum, with expertise in at least one area.</li> <li>A highly energetic and enthusiastic teacher with the ability to motivate and inspire children.</li> <li>Ability to work in effective partnership with colleagues, parents and the wider community.</li> <li>Understanding of how to monitor pupil progress and tailor their learning accordingly using assessment information.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>Ability to create challenging, creative and effective learning opportunities for all pupils.</li> <li>Competent in the effective use of ICT to enhance teaching and learning.</li> <li>Knowledge of principles for development of growth mindset and applying these within teaching strategies.</li> </ul>	App/Int

<p><b>Special Requirements</b></p> <ul style="list-style-type: none"> <li>• A commitment to support the Catholic ethos of the school.</li> <li>• Approachable with excellent interpersonal and communication skills, evident through successful team work.</li> <li>• A willingness to contribute fully to the wider life of the school beyond the curriculum.</li> </ul>	App/Int	<ul style="list-style-type: none"> <li>• A practising Catholic who is actively involved in the church.</li> </ul>	App/Int
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# Employee Specification Form

These notes should be studied carefully before completing the letter of application.

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