

## Appointment of Teaching Staff Personnel Specification

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|-----------------------------|---------------------------------------|--|
| Post Title<br>Class Teacher | School/Centre<br>Rounds Green Primary |  |
|-----------------------------|---------------------------------------|--|

The Personnel Specification aims to provide a clear picture of the person you want to carry out the post. It should record the main attributes which the person needs and should be drawn from a critical examination of the job description.

### NOTES:

It is expected that **all** applicants for teaching posts will have the following general attributes:

- Basic teaching qualification
- Basic teaching skills
- Disposition factors (eg ability to relate to others, ability to organise, caring, co-operative, etc.)

It is therefore not necessary to ask for these when completing the personnel specification. However, specific criteria should be stated when required, eg for a post which carries a specific responsibility.

|                                       | Essential Requirements  | N/A | How Identified  |
|---------------------------------------|---|-----|---|
| 1. Physical                           |   |     | Job History from application form and reference.<br>Performance on interview process.<br>Sickness/Medical History information will be obtained from successful candidate after conditional offer of employment has been made. |
| 2. Qualifications/Relevant Experience | Qualified Teacher Status<br><br>Experience of working with primary age children in KS2.<br><br>Understanding of the needs of vulnerable pupils, including those with SEN. |     | Formal possession of an appropriate qualification to be verified at interview or from records.<br>Employment history record.  |

|   | Essential Requirements  | N/A | How Identified  |
|---|---|-----|---|
| <p>3. Training/Special Knowledge</p> <p>What does the post require in the way of: specific and/or specialist training/knowledge eg counselling, pastoral care, interpersonal skills. Practical training in the use of specific equipment.</p> | <p>Understanding of assessment for learning and able to use data to track pupil progress</p> <p>Proactive approach to professional development.</p> <p>A clear understanding of the National Curriculum and good subject knowledge.</p> <p>A clear understanding of how children learn.</p> <p>An ability to motivate and inspire children, parents and staff to ensure pupils make good progress.</p> <p>Proactive approach to further professional development.</p> <p>Has a personal interest or skill which could be used to enhance the opportunities offered to children.</p> |     | <p>Past training employment history from application form and records.</p> <p>Selection process by demonstration of ability to display knowledge and skills at the interview.</p> |
| <p>4. Circumstances (Personal)</p>  | <p>Able to attend occasional events beyond the school day e.g. parent workshops and governing body meetings</p>   |     | <p>Ensuring candidates are aware of these requirements from the post description. Interview questions and application form details.</p>   |
| <p>5. Practical and Intellectual</p>  | <p>Have high expectations of children and adults.</p> <p>Positive and enthusiastic attitude and willingness to learn.</p> <p>Well organised and able to meet deadlines</p> <p>Willing to work with children across the primary age range.</p> <p>Have excellent oral and written communication skills.</p>  |     | <p>Performance in related selection process.</p>  |
| <p>6. Any other additional requirements specific to this post.</p>  | <p>Enhanced DBS Check required. TA Registration.</p>  |     |   |