

# Appointment of Teaching Staff Personnel Specification

Post Title Class Teacher	School/Centre Albert Pritchard Infant and Wood Green Junior Federated Schools	Date March 2018
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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  Consider the real needs of the post. Be particularly wary about setting limits which actively discriminates against specific age groups and disabled people.	A good attendance record Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months prior to closing date of the post. Any absences relating to a disability or any other capacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered.		Job History from application form and reference. Performance on interview process. Sickness/Medical History information will be obtained from successful candidate after conditional offer of employment has been made.
2. Qualifications/Relevant Experience  What does the post require in the way of: level of formal qualifications/relevant experience. Describe these by level of attainment and by subject matter where appropriate or appropriate subject related qualification/relevant experience (for unqualified teachers) and/or supplementary qualifications (for teachers of the deaf etc.)	Recognised teaching qualification  Recent primary school experience		Formal possession of an appropriate qualification to be verified at interview or from records. 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>To demonstrate excellent teaching and educational knowledge. Be committed to developing own practice and knowledge through continued CPS. To establish and maintain first class working relationships with the children, teaching and non-teaching colleagues, Governors and parents. To demonstrate a commitment to inclusive education. To demonstrate a commitment to improving own practice and to maintaining high standards.</p>		<p>Past training employment history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
<p>4. Circumstances (Personal)</p> <p>What kind of personal circumstances are required eg the ability to work unsociable hours, weekends, etc. Willingness to live in if the post requires (residential centres). Ability to travel to various locations.</p>	<p>No holidays permitted in term time</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>What practical and intellectual skills are required for performing the duties of the post effectively eg, does the person need to be a practically oriented person, should they be able to make decisions, should they be able to understand, interpret, write and communicate information.</p>	<p>To communicate effectively both orally and in writing to a high standard, with attention to detail. Knowledge and understanding of new directions and developments in primary education. The ability to use creative approaches to secure School Improvement. A positive, solution-finding approach to tackling issues and solving problems. The ability to set targets, provide support and monitor impact in a range of situations.</p>		<p>Performance in related selection process.</p>
<p>6. Any other additional requirements specific to this post.</p>	<p>Enhanced DBS Disclosure Check required.</p>		