

## Children and Young People's Services

# Appointment of Teaching Staff Personnel Specification

Post Title	School/Centre	Completed by Mrs T Boddington
Teacher (permanent)	Old Park Primary	Date Sept 24

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.

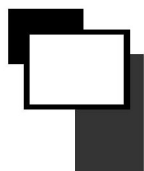
#### NOTES:

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
<b>1. Physical</b>  Consider the real needs of the post. Be particularly wary about setting limits which actively discriminates against specific age groups and disabled people.	General physical fitness. Smart appearance  Good record of attendance. Less than 4 absences in last 6 months or no more than 10 days of absence in the twelve months preceding the application closing date.  Any absence relating to disability or other incapacity will be considered sympathetically.		Job and Medical History from application form and reference. Performance on interview process.
<b>2 Qualifications/Relevant Experience</b>  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.)	QTS status confirmed by GTC Primary practice experience/specialism		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>Knowledge of child development and learning in the primary phase.</p> <p>Knowledge of the Primary National Curriculum</p> <p>Knowledge of safeguarding procedures</p> <p>Knowledge and understanding of Assessment for Learning</p> <p>Experience, knowledge and understanding of supporting impacting upon the learning and development of children with special educational needs</p> <p>Experience/knowledge of primary assessment, Fisher Family Trust, Raise on Line, Adaci, SATs expectations.</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>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>The post requires attendance at occasional evening meetings for parent consultation and other school events.</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. What degree of manual dexterity is needed.</p>	<p>Written and verbal communication skills to a range of audiences.</p> <p>Ability to work independently and as part of a team.</p> <p>Ability to interpret written information and attainment data.</p>		<p>Performance in related selection process.</p>
<p>6. Any other additional requirements specific to this post.</p>	<p>This post is subject to an Enhanced CRB Disclosure.</p>		