

Appointment of Teaching Staff Personnel Specification

Post Title – Class Teacher	School - Park Hill Primary School	Completed by - J Ffrench Date 28.04.2026
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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.	Candidates should have less than 3 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet this criteria and choose to include an explanation then this will be considered.		Information 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.)	A teaching qualification		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 National Curriculum, AFL, APP</p> <p>An understanding of appropriate strategies for managing pupil's behaviour</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>Willingness to attend residentials</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>Analytical and interpersonal skills</p> <p>Able to work on own initiative and make decisions</p> <p>Able to write and present reports</p> <p>Able to understand a range of school reports and analysis</p>		<p>Performance in related selection process.</p>
<p>6. Any other additional requirements specific to this post.</p>	<p>Vetting & Barring Scheme Regulated Activity Registration and Enhanced DBS Disclosure Check required. GTC Registration.</p>		