

Appointment of Teaching Staff Personnel Specification

Post Title	School/Centre	Completed by
Teacher of Science	Perryfields High School	Date: June 2017

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 be cognisant of the Professional Standards of Teachers – all categories including those highlighted as TLR accountability measures – Part Two: Personal and Professional Conduct.		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.)	A relevant qualification at degree level in Science. QTS.		Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record. Details of experience as highlighted within letter of application and formal interview.

	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>	Candidates should be cognisant of the Professional Standards of Teachers – all categories including those highlighted as TLR accountability measure – stds 1-8 and Part Two standards.		Past training employment history from application form and records. Selection process by demonstration of ability to display knowledge and skills within the letter of application and at the interview.
<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>	Candidates should be cognisant of the Professional Standards of Teachers – all categories including those highlighted as TLR accountability measures.		Ensuring candidates are aware of these requirements from the post description. Interview questions and application form details.
<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>	Candidates should be cognisant of the Professional Standards of Teachers – all categories including those highlighted as TLR accountability measures – stds 1-8 and Part Two standards.		Performance in related selection process.
<p>6. Any other additional requirements specific to this post.</p>	Vetting & Barring Scheme Regulated Activity Registration and Enhanced DBS Disclosure Check required. GTC Registration.		