The Oldershaw Academy

Employee Specification Form

Post Number	
Job Title	**Teacher of History**
Department	
Prepared by and date	**Amanda Jackson – 2021**

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications			
• A relevant degree	A	• Honours Degree	A
• Qualified Teacher Status	A		
Experience			
• Experience of teaching History at KS3, KS4 & KS5	A, I		
• Successful teaching experience across the age range	A, I		
• Experience of using a variety of teaching, learning and assessment strategies	A, I		
• Evidence of using assessment data to track progress and raise attainment	A, I		
Knowledge and skills			
• Clear evidence of current knowledge of the subject area	I, R	• Understanding of safeguarding/child protection	A, I
• Ability to manage pupils in a calm, orderly and purposeful environment	I, R		
• Excellent communication and interpersonal skills to enable effective engagement of students	I, R		
• Highly organised	I, R		
• Excellent IT skills	I		
• Knowledge of SIMS	I		
Special Requirements			
• Outstanding commitment to working with students to achieve their full potential	I, R	• Ability to develop excellent relationships with students	I, R
• Prepared to be flexible in supporting the Academy to meet the needs of the students	I	• Student centred ethos	I
• Dedication to providing extra curricular opportunities to students and supporting the wider life of the Academy	I	• Inclusive ethos	I
• A sense of humour	I	• Innovative	I
• Enhanced DBS required	I		

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.
A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?
To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg "pleasant personality", "flexible outlook". Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).
Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc