

Recruiting The Right Person

When recruiting new staff, a business will use a person specification to describe the ideal person for the vacant role.

A real example of a person specification for a teacher of business is given below. Unfortunately, it has not been completed, so your task is to decide whether each of the skills, qualifications, experiences and personal attributes listed are either essential or desirable for a business teacher to have.



PERSON SPECIFICATION – TEACHER OF BUSINESS TO 11-18 YEAR OLDS

Skills	Essential or Desirable
Ability to inspire young people to learn effectively by delivering excellent teaching and learning.	
Good understanding and knowledge of ICT or a willingness to further develop ICT skills.	
Hard-working and dedicated to continuous improvement.	
Able to communicate effectively, both verbally and in writing, with all 'stakeholders'.	
Excellent organisational and time management skills	
Ability to prioritise tasks, use initiative and react appropriately to competing demands.	
Ability to always act professionally and maintain confidentiality.	
Ability to solve problems, make good judgements and take decisions.	
Willingness to contribute to extra-curricular activities and the wider school community.	
Awareness of own weaknesses and 'knowledge gaps' with the mindset to seek feedback, self reflect, develop and improve.	

Qualifications	Essential or Desirable
A good degree in a relevant subject.	
QTS (Qualified Teaching Status) and NQT (Newly Qualified Teacher)	

Experience	Essential or Desirable
Previous experience of teaching Business to A Level and GCSE students.	
Knowledge and understanding of effective assessment.	
A proven track record of achieving successful results	

Personal Attributes	Essential or Desirable
Enthusiastic, hard-working and resilient.	
Calm, flexible, approachable attitude.	
Exhibit confidence with humility.	
Ability to work under pressure, on own initiative, accurately and with attention to detail.	
A sense of humour.	

