

**PERSON SPECIFICATION – Head of School of Education - English**



Criteria		Essential	Desirable	Assessed by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher Status in specialist area</li> <li>Further study – higher or professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	Application Form Certificates
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Proven recognition of successfully teaching English across KS3, KS4 and the whole ability range (minimum of three years teaching experience);</li> <li>Successful teaching at KS5 – level 3</li> <li>To have introduced successful strategies to improve student performance in English and used effective monitoring and intervention strategies in order to raise achievement.</li> <li>To have an innovative approach to teaching and learning and the ability to demonstrate the completion of projects (teaching is always good or better)</li> <li>A good understanding of data and how it is used in teaching and school improvement</li> <li>A good understanding of external examination requirements</li> <li>To be registered with an external exam board as a marker of examinations</li> <li>To have delivered INSET to teaching staff.</li> <li>High order ICT skills and experience of utilising a range of software programmes to record and analyse data</li> <li>To be able to demonstrate leadership on a successful learning initiative / strategy</li> <li>Engagement with other organisations to enrich students' experiences</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	Application Form, references, interview
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Ability to gain confidence, trust and respect of student, other staff and parents and build successful working relationships at all levels.</li> <li>Can demonstrate high standards of classroom management and discipline in a consistent manner</li> <li>Understanding of the importance of links with KS2</li> <li>The ability to work in collaboration with other members of staff to develop and manage cross curricular projects.</li> <li>Is able to hold colleagues to account, providing vigorous support and challenge</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Letter/Interview

<b>Students</b>	<ul style="list-style-type: none"> <li>• Evidence that the candidate perceives that the role of the academy is to provide effectively for <b>all</b> of its learners through identifying individual needs and providing appropriate teaching</li> <li>• The ability to guide students' academic, personal and professional development, as a tutor, in accordance with the academy's guidelines and procedures</li> <li>• To manage behaviour very effectively maintaining good relationships and effective learning.</li> <li>• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements</li> <li>• Ability to build and maintain positive working relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application form, interview, references
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Clear evidence of current knowledge and views in subject and curriculum development</li> <li>• A thorough understanding of NC requirements and schemes of work for English and a clear vision on how it should be delivered and developed to ensure students' success</li> <li>• Ability to plan coherently and implement developments effectively</li> <li>• Ability to review, evaluate and implement schemes of work/MTLPs and syllabus</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application form, interview, references
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Proven staff management and persuasion skills to bring about improvement in students' performance</li> <li>• Ability to communicate effectively at the highest level e.g. written reports, outside agencies, information to colleagues, chairing meetings etc.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		Application form / references / interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proven recognition of leadership potential</li> <li>• Adaptability and flexibility to respond to the Academy's changing demands and development.</li> <li>• Ability to forward plan and be able to review processes and initiate change for the benefit of students.</li> <li>• Resilience and determination</li> <li>• Proven analytical Skills. I.e. The ability to gather information, identify problems and possible causes and to make rational, logical decisions based on sound judgement.</li> <li>• Presence, dynamism, good sense of humour and approachability</li> <li>• Excellent organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		Application form, references/ interview " "
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Listen and respond to children / young people needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children / young people.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		Application form, references,interview

<b>Valuing Diversity</b>	<ul style="list-style-type: none"> <li>Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</li> </ul>	✓		Application Form, references, interview
<b>Developing Self and Others</b>	<ul style="list-style-type: none"> <li>Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.</li> </ul>	✓		Application Form, references, interview
<b>Work Related Circumstances – Professional Values and Practices</b>	<ul style="list-style-type: none"> <li>A positive attitude to broad aspects of Academy life and contributions to new initiatives and developments</li> <li>Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work – clear modelling of positive attitudes to young people, the academy and our work.</li> <li>This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>	✓ ✓ ✓		Application Form, references, interview

**Date Person Specification prepared/updated:** February 2017

**Person Specification prepared by:** R Senior