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| **Job title** | **Grade** | **Directorate** | **Location** |
| Subject Teacher – Modern Foreign Languages | MPS | Children’s Services | Buile Hill Visual Arts College |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise interview. Please describe the questions you ask at the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Graduate | A |
|  | Qualified teacher status | A |
|  | Good classroom management skills | I / R |
|  | Knowledge of Assessment for Learning | A / I / R |
|  | Ability to work as a member of a team | A / I / R |
|  | Understands how to ensure effective student learning through challenging and exciting teaching | A / I / R |
|  | Likes and seeks to understand young people. | A / I / R |
|  | Support for an inclusive education system | A / I / R |
|  | Can contribute creatively and knowledgeably to develop/evaluate schemes for learning. | A / I / R |
|  | Good working relationships with colleagues | A / I / R |
|  | Is able to set professional targets, which are challenging and meet their own needs as well as those of the students and the school. | A / I / R |
|  | Carries out all professional duties within whole school and department guidelines. | A / I / R |
|  | Desire to continue own professional development | A / I / R |
|  | Excellent attendance record | R |
|  | Open to sharing good practice and encouraging others to observe and creating time to observe others. | A / I / R |
|  | An understanding of the correlation between % free school meals and outcomes and the willingness to break this. | A / I / R |

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| --- | --- | --- |
| Desirable criteria | **Desirable requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| 1. | Ability to teach two different Modern Foreign Languages (French, German and/or Spanish) | A/ I / AC / R |
| 2. | Ability to use ICT in the teaching of Modern Foreign Languages | A / I / R |
| 3. | Willingness to take part in extra – curricular intervention sessions | A / I / R |
| 4. | An understanding of recent national developments in education | A / I / R |
| 5. | Understands the positive role of Performance Management within their own professional development. | A / I / R |
| 6. | Works effectively with Teaching Assistant/support staff/technicians within the faculty/department. | A / I / R |

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| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **Mrs J Inman (Deputy Headteacher)** | **9th May 2017** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre,  **R=**Reference