

SEN Literacy Co-ordinator

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Minimum of GCSE English and Maths grades A-C (or equivalent). • A continued commitment to own professional development. • Of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children. • Excellent knowledge of current legislation, guidance and policy in the area of specialism. 	<ul style="list-style-type: none"> • First degree. • Further relevant professional studies. • Experience of more than one school/academy. • Management experience within the same phase. 	<p>Application form</p> <p>Certificates</p> <p>References</p>
Set high expectations and inspire, motivate and challenge all pupils, especially in relation to literacy, by:		
<ul style="list-style-type: none"> • Establishing a safe and stimulating environment for pupils, rooted in mutual respect. • Setting goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. • Demonstrating consistently, the positive attitudes, values and behaviour which are expected of pupils. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Promote good progress and outcomes by pupils, especially in relation to literacy, by:		
<ul style="list-style-type: none"> • Being accountable for pupils' attainment, progress and outcomes. • Being aware of pupils' capabilities and their prior knowledge, and 	<ul style="list-style-type: none"> • Demonstrating knowledge and understanding of how pupils learn and how this impacts on teaching. 	<p>Application form</p> <p>Letter of application</p> <p>References</p>

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<p>plan teaching to build on these.</p> <ul style="list-style-type: none"> Guiding pupils to reflect on the progress they have made and their emerging needs. Encouraging pupils to take a responsible and conscientious attitude to their own work and study. 		Interviews
Demonstrate good subject and curriculum knowledge, especially in relation to literacy, by:		
<ul style="list-style-type: none"> Having a secure knowledge of the relevant subject(s) and curriculum areas, fostering and maintaining pupils' interest in the subject, and addressing misunderstandings. Demonstrating a critical understanding of developments in the subject and curriculum areas, and promoting the value of scholarship. 	<ul style="list-style-type: none"> Demonstrating an understanding of and taking responsibility for promoting high standards of literacy, articulacy and the correct use of standard English. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Plan and teach well-structured lessons by:		
<ul style="list-style-type: none"> Imparting knowledge and developing understanding through effective use of lesson time. Promoting a love of learning and student's intellectual curiosity. Setting homework and planning other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired. Reflecting systematically on the effectiveness of lessons and approaches to teaching. 	<ul style="list-style-type: none"> Contributing to the design and provision of an engaging curriculum within the relevant subject area(s). 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

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Adapt teaching to respond to the strengths and needs of all pupils by:		
<ul style="list-style-type: none"> Knowing when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively. Having a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and being able to use and evaluate distinctive teaching approaches to engage and support them. Having a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these. 	<ul style="list-style-type: none"> Demonstrating an awareness of the physical, social and intellectual development of pupils, and knowing how to adapt teaching to support pupils' education at different stages of development. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Make accurate and productive use of assessment especially in relation to literacy by:		
<ul style="list-style-type: none"> Knowing and understanding how to assess the subject and curriculum areas, including statutory assessment requirements. Making use of formative and summative assessment to secure pupils' progress. Using relevant data to monitor progress, set targets, and plan subsequent lessons. Giving pupils regular feedback, both orally and through accurate marking, and encouraging pupils to respond to the feedback. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Manage behaviour effectively to ensure a good and safe learning environment by:		

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy. • Managing classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them. • Maintaining good relationships with pupils, exercising appropriate authority, and acting decisively when necessary. 	<ul style="list-style-type: none"> • Having high expectations of behaviour, and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Fulfil wider professional responsibilities:		
<ul style="list-style-type: none"> • Making a positive contribution to the wider life and ethos of the school. • Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. • Communicating effectively with parents with regard to pupils' achievements and well-being. 	<ul style="list-style-type: none"> • Deploying support staff effectively. • Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>