**Person Specification for the Post of:**

**Asst Subject Leader**

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| **Category** | **Method of Assessment** | **Essential/Desirable**  **(E/D)** |
| **Skills/Knowledge** | A = application  I = interview  LO = Lesson observation  R = references |  |
| Exemplary classroom practitioner. | A/LO/R | E |
| Ability to ensure curriculum coverage continuity and progression in the subject, for all students. | A/I | E |
| Ability to set targets in the subject area using NC levels and FFT. | A/I | E |
| Ability to provide subject leadership across the key stages. | A/I | E |
| Ability to conduct an audit and identify priorities for development and training needs within the subject area. | A/I | E |
| Well-developed interpersonal and personnel management skills | A/I | E |
| Ability to contribute information to ensure that the Headteacher, senior managers and governors are well informed about subject policies | A/I | E |
| Ability to maintain existing resources and to plan for opportunities for further development. | A/I/R | E |
| Ability to use accommodation to create an effective and stimulating environment. | A/I | E |
| A thorough understanding of Assessment for Learning | A/I/LO/R | E |
| Knowledge of AQA GCSE English Language and Literature specifications | A/I | D |
| **Experience** |  |  |
| Developing and implementing some whole school policies within the subject area. | A/I/R | E |
| Using a range of information and evidence to raise student achievement. | A/I | E |
| Strategically planning a subject area. | A/I | E |
| Developing and successfully delivering inclusive practice to ensure equal opportunities for all. | A/I/R | E |
| Identifying realistic and challenging targets for improvement in the subject area. | A/I/R | E |
| Ensuring that those involved in the delivery of the subject are confident to do so. | A/I/R | E |
| Experience of providing support, advice and guidance to colleagues on teaching and learning. | A/I/R | E |
| Directing, supporting and monitoring the work of staff within the delivery of the subject. | A/I/R | E |
| Ensuring that the learning environment is safe and that risks are adequately assessed. | A/R | E |
| Evidence of involvement with governors, and working in partnership with parents. | A/I/R | D |
| Extending the subject curriculum to develop effective links with the local community and within the Trust | A/I/R | D |
| Evidence of involvement with working in partnership with local primary schools | A/I/R | D |
| **Personal Qualities –** a range of personal qualities relevant to becoming a Subject Leader including: |  |  |
| Ability to demonstrate enthusiasm and sensitivity while working with others. | I/R | E |
| Being enterprising | I/R | E |
| Ability to initiate and manage change | A/I/R | E |
| Caring attitude towards staff, students and parents. | I/R | E |
| An excellent health and attendance record. | R | E |
| Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community. | I/R | E |
| A well reasoned educational philosophy in tune with the School ethos. | A/I/R | E |
| Resilience and tenacity | I/R | E |
| Creativity, flexibility and innovation | A/I/R | E |
| Reliability under pressure | A/I/R | E |
| Pride in work | I/R | E |
| Hard working | I/R | E |
| Flexible approach to people and situations | A/I/R | E |
| Able to work as part of a team | A/I/R | E |
| A sense of humour. | I/R | E |
| Are enthusiastic and always positive | I/R | E |
| Believe they can improve on their previous best | A/I/R | E |
| Ability to work with minimum supervision | A/I/R | E |
| Able to work effectively on own initiative | A/I/R | E |
| **Qualifications and Training** |  |  |
| Qualified teacher status. | A | E |
| Evidence of recent and appropriate professional development. | A/R | E |
| Understanding of the role of the professional portfolio as part of CPD. | A/I | D |