Moon Hall School Reigate

Curriculum Co-ordinator **Junior School**

From September 2020

Dyslexia Specialist School offering a **mainstream curriculum**, coeducational, 7-16 years

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**CURRICULUM CO-ORDINATOR PERSON SPECIFICATION**

The school seeks to appoint a motivated and inspiring individual with Qualified Teachers Status to take on this newly created role in September 2020.

The position of Curriculum Co-ordinator is a key role within the Junior school. This may be your first step up to a Management position or indeed you may be seeking a new opportunity from a similar role.

Candidates should preferably have experience of working in the Primary Sector or in a prep school environment. This role will also have a percentage of the timetable dedicated to teaching responsibilities.

The following lists provide the Essential and Desirable Characteristics, Skills, Qualities and Experience for the Post of Curriculum Co-ordinator at Moon Hall School Reigate

**Essential**

* An ambitious person with great energy and clear leadership potential
* Proven record of high level of administration
* Excellent communicator (written and verbal) with parents, pupils and colleagues
* Experience of leading and managing a department
* High levels of energy and commitment
* Personally committed to continuing professional development
* Ability to maintain confidentiality appropriate to the setting
* A team player with sound interpersonal skills and sensitivity
* Honest and hard-working
* Ability to see the wider picture
* An eagerness to participate fully in the life of a busy school
* A sound level of competence in ICT
* Enthusiasm and a keen sense of humour
* An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils
* Committed to safeguarding the physical, emotional and mental well-being of young people.
* Awareness of the National Curriculum at Key stage 2 and 3

**Desirable**

* Prior experience of Middle Management
* Evidence of recent professional development
* Experience of managing professional development
* Remains positive and enthusiastic under pressure
* Awareness of the needs of others
* Experience of teaching pupils with Dyslexia
* Experience of Inspection process with Ofsted
* Training in new Ofsted “deep dives” and how to prepare for these
* Ability to teach a specialist subject in KS2 and KS3