

**Person Specification: Teacher of English &
KS3 English Co-ordinator**



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • University Degree or higher academic qualification in relevant subject area(s) • High standard of literacy and numeracy. • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths. 	<ul style="list-style-type: none"> • Relevant teaching qualification.
Experience	<ul style="list-style-type: none"> • Experience of teaching English across Key Stage 3 and 4. • Experience of dealing with both young people and adults. 	<ul style="list-style-type: none"> • Experience of teaching pupils in Key Stage 5. • Experience of organising and running educational visits. • Experience of working with a (school) management information system.
Knowledge & Skills	<ul style="list-style-type: none"> • A passion for English and a commitment to high achievement. • Be able to teach English to Year 7-11 students. • Be an effective and confident communicator, having a good command of English, both spoken and written. • Ability to work as a team and on one's own. • Ability to lead and inspire staff in the role of KS3 Co-ordinator. • Ability to support the co-curricular life of the school including after school clubs and trips. 	<ul style="list-style-type: none"> • Ability/willingness to teach pupils in Key Stage 5.

	<ul style="list-style-type: none"> • Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to English as a subject. • Ability to take an innovative and competent approach to the use of ICT in and out of the classroom including the use of our virtual learning platform. • Understand the workings of an English Department. 	
Personal Qualities	<ul style="list-style-type: none"> • Be able to teach and motivate very able students as well as those of more modest potential. • Be committed to the co-curricular life of the school. • Show a commitment to safeguarding and promoting the welfare of children. • Display the highest levels of integrity and complete trustworthiness and discretion. • Be a problem solver, and to be able to reflect upon one's own practice. • Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure. • Have an excellent punctuality and attendance record. • Be of smart professional appearance. • Show a commitment to continuing professional development. • Display excellent teamwork skills. • Be flexible, versatile and self-motivated. • Be Confident and authoritative. • Understand the ethos of the school and contribute positively to the pastoral life. • Possess an excellent sense of humour! 	<ul style="list-style-type: none"> • Have an awareness of the importance of confidentiality and data protection. • Be conversant with relevant educational issues and developments within the specific field but also in more general areas.