****

**Numeracy Coordinator - Person Specification**

**[A] Training and Qualifications**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **How/when measured?** |
| Qualified teacher status | E | A (Certificate) |
| Degree or equivalent | E | A  (Certificate) |
| Other training/qualifications relevant to the post, e.g. subject specific curriculum development | D | A/I |
| Practising catholic | D | A/I/R |

**[B] Experience of Teaching and Educational Leadership/Management**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** | **How/when measured** |
| Leadership/management experience  (Evidence of contribution to leadership/management of a subject, pastoral or cross-curricular area: e.g. as subject leader, head of department, head of year, key stage leader, intervention coordinator.) | D | A/I/R |
| Teaching experience  (Evidence of good/outstanding classroom practice) | E | A/I/R |
| Data Handling  (Evidence of intelligent use of data and tracking to improve the quality of teaching & learning and raise standards of attainment and achievement) | E | I/R |
| Curriculum planning  (Evidence of change/development of aspects of a curriculum to bring about improvement in standards) | D | A/I/R |
| Raising student attainment and achievement  (Evidence of own class, department or year group positive outcomes and strategies employed to address underachievement, particularly in closing the gap for key groups) | E | A/I/R |

**[C] Professional Knowledge and Understanding**

***Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:***

|  |  |  |
| --- | --- | --- |
|  | Essential or Desirable | How/when measured |
| The distinctive nature of a Catholic school | E | A/I/R |
| Leadership and management of others within the context and beliefs of Christian values | E | A/I/R |
| Commitment to a clear vision for an effective Catholic school | E | I/R |
| Current educational issues, including national policies, priorities and legislation | E | I/R |
| The process of strategic planning | D | I/R |
| Strategies for leading and managing improvement | E | A/I/R |
| Strategies for raising standards of attainment and achievement | E | A/I/R |

**[D] Personal and Professional Skills, Qualities and Attributes**

***Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school, applicants should be able to:***

|  |  |  |
| --- | --- | --- |
|  | Essential or Desirable | How/when measured |
| Build and maintain effective relationships | E | I/R |
| Passionate belief in the ability of every student to achieve | E | A/I/R |
| A commitment to social inclusion | E | A/I/R |
| Think strategically to create a coherent vision | D | I/R |
| Inspire, challenge, motivate and empower others to carry the vision forward | E | I/R |
| Demonstrate personal enthusiasm and commitment to the leadership process | E | I/R |
| Foster an open, fair and equitable culture | E | I/R |
| Manage conflict | E | I/R |
| Prioritise, plan and organise themselves and others | E | I/R |
| Think creatively to anticipate and solve problems | E | A/I/R |
| Listen to and reflect on feedback | E | I/R |
| Develop effective teamwork | E | I/R |
| Demonstrate high expectations and act as a role model | E | A/I/R |
| Demonstrate an ability to work under pressure and meet deadlines | E | A/I/R |
| Work with humour; energy; determination; and resilience | D | A/I/R |
| Listen to and reflect on feedback | E | I/R |

**[E] Application Form and Letter**

*The appropriate application form should be* ***fully completed*** *and legible. The letter should be clear, concise and related to the specifics of the post identified as ‘A’ above.*

**[F] Confidential References and Reports**

*Up to three referees should be nominated.*

*Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:*

|  |  |
| --- | --- |
|  | |
| A positive and supportive faith reference from a priest where the applicant regularly worships. | D |
| A positive recommendation from current employer | E |