

**PERSONAL SPECIFICATION**

**Curriculum Leader**

E = Essential

D = Desirable

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| **Criteria** |  | **E/D** |
| **Qualifications** | * Qualified teacher status
 | **E** |
| **Experience** | * Experience of teaching at Key Stage 3 and Key Stage 4
 | **E** |
| * Teaching across the whole Secondary age range;
 | **D** |
| * Working in partnership with parents.
 | **E** |
| * Evidence of continued professional development
 | **E** |
| **Professional knowledge, abilities and skills** | * Subject expertise
 | **E** |
| * Establish and maintain high expectations for all students
 | **E** |
| * the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
 | **E** |
| * the monitoring, assessment, recording and reporting of pupils’ progress;
 | **E** |
| * the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;
 | **E** |
| * the positive links necessary within school and with all its stakeholders;
 | **E** |
| * the links between schools, especially partner schools
 | **D** |
| * promote the school’s aims positively, and use effective strategies to monitor motivation and morale
 | **E** |
| * develop good personal relationships within a team
 | **E** |
| * ability to successfully deploy a range of pedagogical styles to suit the nature of the course content and the ability and attainments of the students
 | **E** |
| * ability to manage the learning environment and student behaviour in a manner which is

conducive to productive learning for all students develop strategies for creating community links | **E** |
| * Ability to structure learning programmes which enable students to take increasing responsibility for their learning and demonstrate independent learning
 | **D** |
|  | * Reflective practitioner with a commitment to research based practice with a continued interest in developments in teaching and learning
 | **E** |
| **Leadership Experience** | * Successful leadership and management of a year group and team of form tutors
 | **D** |
|  | * Experience in leading and managing initiatives to promote high standards of teaching and learning
 | **D** |
|  | * Experience of dealing with outside agencies such as Educational Welfare Service
 | **D** |
|  | * Successful experience leading and managing initiatives to promote high standards of student behaviour
 | **E** |
|  | * Experience in pastoral self-evaluation and development planning
 | **E** |
|  | * Successful experience of using performance data to maximise levels of student achievement
 | **D** |
|  | * Ability to inspire staff
 | **E** |
| **People management skills** | * Good Listener
 | **E** |
| * Ability to motivate students
 | **E** |
| * Able to work professionally with other stakeholders and external agencies
 | **E** |
| * Personal and professional integrity
 | **E** |
| * Ability to work accurately under pressure
 | **E** |
| * Ability and willingness to adapt quickly to last minute changes or cover arrangements
 | **E** |
| * Has attention to detail
 | **E** |
| * Able to prioritise
 | **E** |
| * Enjoys working with young people
 | **E** |
| * Excellent presentation skills
 | **E** |
| * Excellent attendance and punctuality
 | **E** |
| * Ability to carry out the job description
 | **E** |