WOLSINGHAM SCHOOL

PERSON SPECIFICATION: PROGRESS COORDINATOR/ASSISTANT FACULTY LEADER OF ENGLISH

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Degree in English or related subject.
 | Yes |  | Application Form |
| * Qualified Teacher Status
 | Yes |  | Application Form |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Successful experience of teaching English or a related subject in the secondary phase.
 | Yes |  | Application FormReferenceInterview |
| * Evidence of commitment to own professional development.

 | Yes |  | Application FormReferenceInterview |
| * Working effectively as a form tutor.
 |  | Yes | Application FormReferenceInterview |
| * Development of Schemes of Learning across Key Stages.
 |  | Yes | Application FormReferenceInterview |
| * Successful experience of teaching English at GCSE level.
 | Yes |  | Application FormReferenceInterview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Knowledge of KS3 English curriculum and current KS4 specifications.
 | Yes |  | Application FormReferenceInterview |
| * Use of assessment information to improve student progress.
 | Yes |  | Application FormReferenceInterview |
| * Ability to plan and resource effective interventions.
 | Yes |  | Application FormReferenceInterview |
| * Competent user of ICT.
 | Yes |  | Application FormReferenceInterview |
| * Experience of marking and moderation procedures.
 |  | Yes | Application FormReferenceInterview |
| * Ability to work effectively and supportively as a member of the school team and to lead others to do the same.
 | Yes |  | Application FormReferenceInterview |
| * Ability to work with the team to develop our English teaching even further and to create and share resources.
 | Yes  |  | Application FormReferenceInterview |
| * Ability to track students’ progress and support them to achieve even higher.
 | Yes |  | Application FormReferenceInterview |
| * Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.
 | Yes |  | Application FormReferenceInterview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Ability to effectively manage behaviour in the classroom / undertake a full range of professional duties.
 | Yes |  | Application FormReferenceInterview |
| * Ability to enthuse, engage and motivate students and staff.
 | Yes |  | Application FormReferenceInterview |

**OTHER REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Enthusiasm, energy and commitment.
 | Yes |  | ReferenceInterview |
| * A commitment to safeguarding & promoting the welfare of children and young people
 | Yes |  | ReferenceInterview |
| * A willingness to undertake additional training, keep up-to-date with developments and changes in good practice.
 | Yes |  | ReferenceInterview |
| * A commitment to equality of opportunity
 | Yes |  | ApplicationReference |
| * Excellent organisational skills.
 | Yes |  | ReferenceInterview |
| * Enhanced DBS check.
 | Yes |  | Application |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

**The School Operates a No Smoking Policy**