

CURRICULUM MANAGER PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE
SAFEGUARDING		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding	E	Application/Reference/ Interview
QUALIFICATIONS AND TRAINING		
Degree or equivalent in the specialist subject	E	Application/Certificates
Qualified Teacher Status	E	Application/Certificates
EXPERIENCE		
Evidence of good or outstanding classroom practice	E	Application/Reference
Experience of internal assessment, coursework assessment and moderation/preparation for external examinations	E	Application/Reference
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Ability to create a safe, supportive and stimulating learning environment for all students	E	Reference/ Demonstration Lesson
Clear picture of what constitutes good experience of specialist subject education for secondary school students of all abilities and knowledge and understanding of the requirements of the National Curriculum or relevant subject specifications	E	Application/ Demonstration Lesson Interview
Demonstrates inclusive provision and practices which offer equality of access to the curriculum	E	Reference/ Demonstration Lesson
Demonstrates effective classroom management, organisation and display	E	Reference/ Demonstration Lesson
Demonstrates effective planning, assessment and record-keeping	E	Reference/ Demonstration Lesson
Organisational skills required to plan and resource schemes of work and to ensure that they are implemented	E	Reference/ Demonstration Lesson
Interest in developing a variety of teaching and learning styles	E	Interview
Understanding of child development, together with the ability to select appropriate teaching methods, according to students' differing needs	E	Reference/ Demonstration Lesson

ABILITIES AND SKILLS		
Ability to communicate easily, sensitively and effectively, both orally and written, with a range of professional and non-professional, both within and outside the school, including parents	E	Application/ Demonstration Lesson/ Interview
Ability to encourage students to develop self-esteem and tolerance	E	Reference/ Demonstration Lesson
Ability to form and maintain appropriate relationships with students	E	Reference/ Demonstration Lesson/ Interview
Ability to relate appropriately to staff in a variety of contexts and be a supportive team member	E	Reference/ Demonstration Lesson/ Interview
Well organised, efficient and able to work to deadlines	E	Application/Reference
Demonstrable written and oral communication skills, including ICT skills	E	Application/Interview/ Demonstration Lesson
CURRICULUM DEVELOPMENT/MANAGEMENT		
Understanding the importance of curriculum development	E	Application/Reference/ Interview
An understanding of the current curriculum and new developments which will impact on the teaching of your subject area	E	Application/Reference/ Interview
Ability to read, interpret and process data and put information into report form for both internal and external assessment	E	Application/Reference/ Interview
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Commitment to staff development and training	E	Application/Reference/ Interview
Be an inspired leader, motivate the team and to share common department/College visions	E	Application/Reference/ Interview
PERSONAL QUALITIES		
Commitment to equal opportunities and inclusion	E	Application/Reference/ Interview
Enthusiasm, energy, integrity and a positive outlook	E	Application/Reference/ Interview
Promotes confidence in staff, students and parents	E	Application/Reference/ Interview
Understanding the importance of flexibility	E	Application/Reference
Willingness to keep learning	E	Application/Interview/ Reference