

## Shenley Academy

### Person Specification for post of Head of Department – Modern Foreign Language (MFL)

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

<u>Key Areas</u>	<u>Method of Assessment</u>
<b>(i) Professional experience</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	Application Form, Documentation
<ul style="list-style-type: none"> <li>• Evidence of participation in professional development or study</li> </ul>	Application Form
<ul style="list-style-type: none"> <li>• Successful teaching experience or evidence of successful completion of initial teacher training</li> </ul>	Application Form, References
<ul style="list-style-type: none"> <li>• Working in a socially and culturally diverse school community</li> </ul>	Application Form, References
<ul style="list-style-type: none"> <li>• Excellent knowledge of the National Curriculum requirements</li> </ul>	Application Form, Interview, References
<ul style="list-style-type: none"> <li>• Understands and is familiar with teaching and learning strategies</li> </ul>	Application Form, Interview, References
<b>(ii) Ability to work within a professional team and to develop and promote the school's ethos and values within the Secondary Phase</b>	
<ul style="list-style-type: none"> <li>• Teaching to a high standard</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>• Relates to and motivates pupils</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>• Works well within and contributes to team development</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>• Understands and values the processes of planning monitoring and evaluation as an aid to raising standards</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>• Good classroom management</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>• Evidence of a commitment to an equal opportunities policy both in service employment</li> </ul>	Application Form, Interview, References
<ul style="list-style-type: none"> <li>• Awareness of safeguarding and child protection methods</li> </ul>	Interview

<b>(iii) Ability to Communicate Clearly</b>	
<ul style="list-style-type: none"> <li>Excellent communication skills orally and written, (to include both accurate spelling and grammar), and a confident, creditable and engaging presentation style to groups of adults.</li> </ul>	Assessment Process, Interview
<ul style="list-style-type: none"> <li>Excellent use of ICT to make learning engaging and dynamic and to support assessment and management functions.</li> </ul>	Assessment Process, Interview, References
<ul style="list-style-type: none"> <li>Skilled in conflict resolution</li> </ul>	Application Form, Interview, References
<b>(iv) Ability to Lead</b>	
<ul style="list-style-type: none"> <li>At least three years' experience as a classroom teacher in a mainstream secondary setting</li> </ul>	Application Form, Interview
<ul style="list-style-type: none"> <li>Experience of leadership roles within a team including designing and developing resources to support learning.</li> </ul>	Application Form, Interview
<ul style="list-style-type: none"> <li>Experience of working with other staff across a wide range of areas to extend their understanding of educational issues.</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>Experience of robust self-evaluation and development planning linked to this</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>Experience of coaching other staff so that their classroom practice develops.</li> </ul>	Interview, References
<ul style="list-style-type: none"> <li>Experience of preparing and leading training sessions.</li> </ul>	Application Form, Interview, References
<ul style="list-style-type: none"> <li>Be a professional role model</li> </ul>	Interview, References
<b>(v) Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Be enthusiastic and determined</li> </ul>	Application Form, Interview
<ul style="list-style-type: none"> <li>Able to work under pressure and recognise and manage stress</li> </ul>	Application Form, Interview
<ul style="list-style-type: none"> <li>Have flexibility, sensitivity and tact</li> </ul>	Application Form, Interview
<ul style="list-style-type: none"> <li>Commitment to ongoing and professional development</li> </ul>	Application Form, Interview