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 Form  Reference  Interview |
| * Evidence of commitment to own professional development. | Yes |  | Application Form  Reference  Interview |
| * Working effectively as a form tutor. |  | Yes | Application Form  Reference  Interview |
| * Development of Schemes of Learning across Key Stages. |  | Yes | Application Form  Reference  Interview |
| * Successful experience of teaching English at GCSE level. | Yes |  | Application Form  Reference  Interview |

**KNOWLEDGE, SKILLS & APTITUDES**

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

**PERSONAL ATTRIBUTES**

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

**OTHER REQUIREMENTS**

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