



# St Edmund's Catholic School

## Person Specification – Co-Ordinator of Citizenship and PSHE (with ability to teach a second subject)



Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>Qualified teacher status.</li> <li>Evidence of recent and relevant CPD.</li> <li>Relevant degree.</li> <li>Understanding of current trends in education both nationally and internationally.</li> <li>PGCE with Qualified Teacher Status (QTS).</li> </ul>	<ul style="list-style-type: none"> <li>Further training relating to examinations.</li> <li>Further relevant qualifications and training.</li> </ul>	Application form.
Experience	<ul style="list-style-type: none"> <li>Evidence of successful teaching experience in a secondary school or equivalent.</li> <li>Teaching across KS3 and KS4.</li> <li>Teaching across the ability range.</li> <li>Participation within school wide systems e.g. assessment, CPD.</li> <li>Contact with parents or carers.</li> <li>Evidence of student achievement.</li> <li>Ability to teach English at GCSE level.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of school (s) in an urban context.</li> <li>KS2 or 5 experience.</li> <li>Experience of delivering extra-curricular activities.</li> <li>Development of curriculum and resources.</li> <li>Exam marking.</li> </ul>	Application form, letter and reference.
Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to become an 'Outstanding' classroom teacher (if not already).</li> <li>Able to inspire, challenge and motivate students.</li> <li>Ability to track student data and develop effective interventions.</li> <li>Anticipate problems, develop creative solutions within the context of the classroom.</li> <li>Set and achieve ambitious, challenging goals and targets for self.</li> <li>Listen to and reflect on feedback from others.</li> <li>High level of oral, written and ICT skills.</li> <li>Excellent presentation skills (eg speaking to large groups of pupils/parents/staff etc).</li> <li>Able to build and maintain positive relationships with individuals and groups.</li> <li>Prioritise, plan and organise self.</li> <li>Awareness of student progress and intervention strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Use of SIMS/Sisra.</li> <li>Presentation skills to groups of staff, parents / Governors.</li> <li>Evidence of running extra-curricular events.</li> <li>Able to run other clubs/activities.</li> <li>Chair/manage/participate in meetings.</li> <li>Ability to co-ordinate resources/budget.</li> </ul>	Letter. References. Interview. Specific tasks at interview.
Motivation and Personality	<ul style="list-style-type: none"> <li>Commitment to educating students in a Christian environment.</li> <li>Willing to be involved in extra-curricular events and give time/energy to school life.</li> <li>Ambitious for career development.</li> <li>Team player.</li> <li>Positive attitude.</li> <li>Relentless optimism.</li> <li>Genuine concern for the welfare of staff and pupils.</li> <li>A passion for teaching and co-ordinating</li> </ul>	<ul style="list-style-type: none"> <li>Open to the change of practice and ideas.</li> <li>Practising Roman Catholic/Christian.</li> </ul>	Letter. References. Interview.

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	Citizenship/PSHE and a second subject.		
Personal	<ul style="list-style-type: none"> <li>• Able to work under pressure and manage own stress.</li> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner.</li> <li>• A sense of humour.</li> <li>• A commitment to involvement of the wider and spiritual life of the school.</li> <li>• Able to attend Open Morning on a specified Saturday in the autumn term.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of wider educational issues,</li> </ul>	References. Interview.