



HOLY FAMILY RC AND CE COLLEGE

PERSON SPECIFICATION

CURRICULUM MANAGER FOR COMPUTING & BUSINESS STUDIES



	Essential	Identified by	Desirable	Identified by
Qualifications	<ul style="list-style-type: none"> ✓ Qualified Teacher Status ✓ A good Honors Graduate in a relevant subject with a record of continuing professional development (if not an NQT) ✓ The ability of teach to GCSE Level 	<p>A</p> <p>A/ I/ R</p> <p>A/ I/ R</p>	<ul style="list-style-type: none"> ✓ Catholic Teachers Certificate or Church Colleges Certificate in Church School studies 	<p>A/ I</p>
Experience	<ul style="list-style-type: none"> ✓ Evidence of successful experience as a classroom teacher of Computing & Business Studies across the full age and ability range ✓ Proven ability in improving standards and improving outcomes for all groups of students ✓ Have experience in developing schemes of work, teaching sequences and relevant resources ✓ To be ICT literate, making appropriate use of IT as a teaching tool to enhance learning ✓ To have knowledge of and confidence in the use of student performance data ✓ To have a very good understanding of Computing & Business Studies in both their teaching and assessment ✓ Understanding and experience of strategies to raise achievement across Key Stages ✓ To have a good knowledge of current educational issues and initiatives particularly regarding the new GCSE curriculum and the challenges these will bring ✓ To be able to set clear objectives and targets for students, developing teaching sequences that show an ability to meet students' academic needs 	<p>A/ I/ R</p> <p>A/ I/ R</p> <p>A/ I</p> <p>A/ I/ R</p> <p>A/ I/ R</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I</p> <p>A/ I/ R</p>	<ul style="list-style-type: none"> ✓ Experience of successfully leading a team. ✓ Experience of appraising staff and holding to account. ✓ Experience of evaluating the quality of teaching and outcomes across the subject. ✓ Experience of coaching colleagues and have a positive impact on the teaching quality of others. ✓ Understanding of strategic curriculum planning to ensure pupils progress across all years. 	<p>A/ I</p>

	<ul style="list-style-type: none"> ✓ To be able to use positive behaviour management systems to ensure students' behaviour is conducive to learning ✓ To monitor staff performance and hold staff to account. 	A/ I /R A/ I /R		
Personal Qualities & Skills	<ul style="list-style-type: none"> ✓ To support and contribute to the school's Christian Ethos ✓ To have excellent communication and interpersonal skills ✓ To be able to gain the confidence of colleagues and students ✓ To be self-reflective, with the ability and desire to improve own performance ✓ To be able to effectively lead a team ✓ To be driven in improving standards ✓ To be able to work effectively in a team ✓ To be an exceptional History teacher and leader ✓ To have excellent organisational skills ✓ To have excellent planning skills ✓ To have professional standards and expectations ✓ To have high personal standards – dress, conduct and presentation ✓ To be willing to participate in extracurricular activities ✓ To be adaptable and flexible and listen to constructive criticism ✓ Record of excellent attendance and punctuality. 	A/ I/ R A/ I/ R I I/ R I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R A/ I/ R I/ R A/ I/ R A/ I/ R I/ R	<ul style="list-style-type: none"> ✓ Practicing Christian, with involvement in the life of your Parish. ✓ Willingness to commit additional time to developing Leadership skills through accredited courses if available ✓ Aspiration for Senior Leadership and beyond. ✓ Personal drive, resilience, grit and determination. ✓ Willingness to make difficult decisions in the interests of the students. ✓ Understanding of Progress 8 calculation and how this affects subject planning and performance. 	A/ I
Other	<ul style="list-style-type: none"> ✓ To have the vision to move department forward ✓ To have a clear understanding of the role of Curriculum Manager ✓ The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post. ✓ Cheerful and positive demeanor, and clear understanding that teaching is a vocation, and our actions are in the best interests of our students. 	A/ I/ R A/ I I I/ R		

A - Application Form
I - Interview
R - References