



## PERSON SPECIFICATION – DIRECTOR OF ENGLISH

	CRITERIA	Essential/ Desirable	Where assessed
	<b>Qualifications and Education</b>		
1	Educated to degree level	E	A/C
2	Qualified Teacher Status (QTS)	E	A/C
3	Further relevant professional qualifications or middle leadership training e.g. National Professional Qualification	D	A/C
	<b>Experience and Knowledge</b>		
4	Successful experience of leading an English department across both Key Stage 3 and Key Stage 4	E	A, I, R
5	Experience of leading staff successfully, including holding staff to account	D	A, I, R
6	Successful experience of teaching English across Key Stage 3 and Key Stage 4	E	A, I, R
7	Experience of developing departmental wide strategies to raise attainment and improve progress	D	A, I, R
8	Experience and knowledge of the relevant national curriculum at Key Stage 3 and Key Stage 4	E	A, I, R
9	Understanding of what is required to secure effective teaching and learning to improve student progress and achievement in an inclusive environment	E	A, I, R
10	Up to date knowledge and understanding of pedagogical and curriculum strategies	E	A, I, R
11	Ability to use assessment data effectively to set targets and raise achievement	E	A, I, R
12	Ability to provide appropriate stretch and challenge and support for students	E	A, I, R
13	Ability to motivate and engage students	E	A, I, R
14	Experience of working on a Senior Leadership Team	D	A, I, R
15	Potential for further leadership capacity	E	A, I, R
	<b>Skills</b>		
16	Excellent communication skills and the ability to develop strong professional relationships	E	A, I, R
17	Ability to organise work, prioritise tasks, make decision and manage time effectively	E	A, I, R
18	Able to delegate effectively and manage the performance of others	E	A, I, R
	<b>Personal Attributes</b>		
19	A commitment to safeguarding and promoting the welfare of children and young people	E	A, I, R
20	Flexible and able to use own initiative	E	A, I, R
21	Able to secure the trust and confidence of staff, students and Governors	E	A, I, R
22	Demonstrable leadership qualities and the ability to gain confidence and professional respect from team members	D	A, I, R

**Key: Where Assessed**

A – Application Form

C – Certificates  
I – Interview  
R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.