



Person Specification

Job Title	English Co-ordinator and Class Teacher	Date Created	March 2024
Date Reviewed		Next Review Date	July 2024

Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement. Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at, or shortly after, interview.

Key:

E: Essential D: Desirable
A: Application Form R: References I: Interview Process (observation, interview, task)

Qualifications		E	D	A	R	I
1	Qualified Teacher Status(or equivalent) and have taught for three years or more	✓		✓		

Experience		E	D	A	R	I
2	Evidence of good, successful teaching experience for at least 3 years	✓		✓	✓	✓
3	Evidence of good, successful teaching experience across more than one key stage		✓	✓	✓	
4	Evidence of participation in relevant CPD in English	✓		✓	✓	✓
5	Evidence of a national qualification of leadership e.g. NPQLL		✓	✓	✓	✓
6	Evidence of having led a subject, demonstrating impact through their actions and training of staff	✓		✓	✓	✓
7	Experience of having led English in a school		✓	✓	✓	✓

Knowledge and Skills		E	D	A	R	I
Able to evidence how you have applied knowledge of recent and relevant legislation, guidance, training and teaching experience and the impact this has had:						
8	Relevant legislation and guidance in relation to safeguarding and the protection of children	✓		✓		✓
9	The Primary National Curriculum	✓		✓		✓
10	The different components of the English curriculum such as Phonics, reading, writing and grammar	✓		✓		✓
11	Effective planning of lessons to meet pupils differing learning needs	✓		✓	✓	✓
12	Good classroom management skills and wide range of strategies to manage behaviour effectively	✓		✓	✓	✓
13	The importance of an engaging, supportive and developmentally appropriate learning environment	✓		✓		✓
14	An understanding of how to use assessment to inform planning for good teaching and learning	✓				✓
15	A range of teaching strategies to maximise achievement for children with SEND, EAL, and the more able	✓		✓		
16	Guidance/legislation to promote equality of opportunity for all children, regardless of gender, race, socio-economic background and religion	✓		✓		
17	Strategies to develop children's positive mental health and relationships with their peers		✓	✓		
18	Use of computing skills to enhance teaching and learning	✓		✓		

Personal Attributes		E	D	A	R	I
Demonstrate a commitment to:						
19	Supporting the Christian ethos, policies and practices of our Church of England school	✓		✓		✓
20	Engaging in a positive and professional manner with parents and the wider community	✓		✓	✓	
21	Good written and oral communication skills	✓		✓		✓
22	Leading in an enthusiastic, approachable and flexible manner	✓		✓		✓
23	Good time management and meeting deadlines	✓		✓		✓
24	Furthering your own professional skills and knowledge	✓		✓		✓
25	Upholding public trust and maintaining appropriate professional boundaries in relationships with children and adults at all times	✓			✓	
26	Promoting and safeguarding the welfare of children and young people within the school	✓				✓