



PERSON SPECIFICATION Graduate Teaching Internship

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	Essential	Desirable
Education & Training	<ul style="list-style-type: none">• A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths. (W, D)• A willingness to undertake relevant training to support the most effective practice (I)• An honours degree with a class of a 2:2 or above. (W)	<ul style="list-style-type: none">• Relevant level 3 qualifications (W, D)•
Knowledge and Experience	<ul style="list-style-type: none">• Experience & proven ability to use a variety of computer applications, in particular Microsoft Office (W, I)• Recent experience of working in the educational sector and/or with secondary school aged children (W)	<ul style="list-style-type: none">• Experience of working in a secondary school (W)



Skills	<ul style="list-style-type: none">• Ability to set and maintain high standards (W, I)• Ability to safely manage classroom activities, the physical learning space and classroom resources (I, D)• An understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour (W, I, D)• Ability to prioritise tasks, manage time effectively and meet deadlines. (W, I, D)• Ability to cope with the pressure of a fragmented day (W, I, D)• Ability to relate to and work with young people (I, D)	
Qualities and Attributes	<ul style="list-style-type: none">• Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone. (W, I, D)• Ability to develop and maintain effective working relationships. (I, D)• Discrete and considerate when dealing with sensitive and confidential matters. (I, D)• Proven ability to work on own initiative and make decisions. (W, I, D)• Ability to work as an effective member of a team. (I, D)• Excellent organisational skills. (W, I, D)• Ability to adapt to new situations (I)	
Other Conditions	<ul style="list-style-type: none">• Set a good example of professional standards and abide by our Code of Conduct (I).• Must satisfy relevant pre-employment checks (D).• This post will involve contact with vulnerable groups (children, young	



Minster Trust for Education



	people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D).	
Equal Opportunities & Safeguarding	<ul style="list-style-type: none">• Commitment to equal opportunities (I, D)• Commitment to safeguarding students. (I, D)	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.