St Edmund's Catholic School

Person Specification – Head of English

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	• Qualified teacher status. • Evidence of recent and relevant CPD. • Relevant degree/Experience. • Understanding of current trends in education both nationally and internationally. • PGCE with Qualified Teacher Status (QTS).	• Further training relating to examinations. • Further relevant qualifications and training.	Application form.
Experience	• Evidence of successful teaching experience in a secondary school or equivalent. • Teaching across KS3 and KS4. • Teaching across the ability range. • Participation within schools' wide systems e.g. assessment, CPD. • Contact with parents or carers. • Evidence of student achievement.	• Experience of school (s) in an urban context. • KS2 or 5 experience. • Experience of delivering extra-curricular activities. • Development of curriculum and resources. • Exam marking.	Application form, letter and reference.
Skills and Abilities	• Ability to become an 'Outstanding' classroom teacher (if not already). • Able to inspire, challenge and motivate students. • Ability to track student data and develop effective interventions. • Anticipate problems, develop creative solutions within the context of the classroom. • Set and achieve ambitious, challenging goals and targets for self. • Listen to and reflect on feedback from others. • High level of oral, written and ICT skills. • Excellent presentation skills (e.g. speaking to large groups of pupils/parents/staff etc). • Able to build and maintain positive relationships with individuals and groups. • Prioritise, plan and organise self. • Awareness of student progress and intervention strategies.	• Use of Arbor/Sisra. • Presentation skills to groups of staff, parents / Governors. • Evidence of running extra-curricular events. • Able to run other clubs/activities. • Chair/manage/participate in meetings. • Ability to co-ordinate resources/budget.	Letter. References. Interview. Specific tasks at interview.
Motivation and Personality	• Commitment to educating students in a Christian environment. • Willing to be involved in extra-curricular events and give time/energy to school life. • Ambitious for career development. • Team player. • Positive attitude. • Relentless optimism. • Genuine concern for the welfare of staff and pupils. • A passion for teaching English.	• Open to the change of practice and ideas. • Practising Roman Catholic/Christian.	Letter. References. Interview.

Attributes	Essential	Desirable	Evidence
Personal	• Able to work under pressure and manage own stress. • Willing to accept the demands and challenges of the post and respond in a flexible manner. • A sense of humour. • A commitment to involvement of the wider and spiritual life of the school.	• Knowledge and understanding of wider educational issues,	References. Interview.

I can do all things with the help of God who strengthens me. Philippians 4:13