

### PERSON SPECIFICATION: Head of English

Please have this person specification in mind when writing your letter of application.

Key: attribute tested principally through: Form, Letter, References, Interview, Observation

Essential				Desirable
<b>SKILLS AND EXPERIENCE</b>				
A degree in either English literature or English Language(or similar) plus teaching qualification (secondary) [F]				Further qualification and/or evidence of continuing professional development [F, L]
Expertise in the teaching of English in one or more Key stage including evidence of excellence in own work as practitioner [L, R, I, O]				Involvement in sharing expertise e.g. through teacher trainee mentoring or in-service training [F, L]
Successful initial leadership/ management experience [L, R, I]				Experience as 2 i/c or head of subject(s) in an 11-18, fully comprehensive school [F, L]
Ability to identify and lead improvements in the English curriculum and contribute strongly to team leadership [L, R, I]				Evidence of active cross curricular input and involvement especially whole school literacy initiatives[F, L, R]
Excellent knowledge and understanding of current issues in English education [L, I]				Good general knowledge of current issues in education [L, I]
Excellent understanding of the assessment of students' progress [L, R]				Expertise in value-added analysis and/or target setting [L, R, I]
Excellent pedagogical knowledge and experience of using learning and teaching to raise attainment [F,L,I,O]				Evidence of supporting/coaching other teachers to improve learning and teaching/raise attainment [L, R, I]
Evidence of commitment to learning outside of theEnglish classroom, for example,theatre trips and visits [F,L,I]				Experience of organising exchanges/visits in partnership with other schools or organisations [F,L,I]
Evidence of the use of data management for tracking, monitoring and evaluating performance [F,L,I]				Ability to conduct effective self-evaluation via lesson observation, learning walks, data analysis and act upon findings [F,L,I]
Experience of developing work with partners e.g. parents, KS2 transition, [F,L,I]				Significant experience of liaison with parents and colleagues [F,L,I]
Good ICT, oral and written communication skills [F, L, I, O]				Areas of particular strength in ICT and/or communication skills [F, L, I, O]
<b>PERSONAL QUALITIES</b>				
Ability to inspire confidence in and establish excellent relationships with students, teachers and parents [R, I, O]				Good time-management skills [R, I]
Strong classroom management skills [R, I, O]				Skills and understanding necessary to support and guide other teachers [R, I]

Excellent knowledge, understanding and skills in relation to team building [R, I]				Perseverance [R, I]
Very good/excellent organisational skills [F, L, R, I]				Ability to formulate clear and effective mid/ long term plans (F, L, R, I)
Excellent time management skills. A good finisher [F, L, R, I]				Outstanding time-management skills, which do 'not set limits on what learners and <u>teachers</u> can achieve'.
Flexibility, resilience & a sense of humour [R, I]				Potential to go on to senior leadership [R, I]
<b>SAFEGUARDING</b>				
Commitment to form and maintain appropriate relationships and personal boundaries with young people [R, I]				Understanding of how best to promote the health, safety and well-being of young people [R, I]
Commitment to safeguarding and promoting the welfare of young people [R, I]				