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|  | Specification for the post of  **Key Stage 4 Coordinator**  **WOODCHURCH HIGH SCHOOL**  **A CHURCH OF ENGLAND ACADEMY** | *Employee Specification Form*  *M23* |

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| **Personal Attributes** | | | | |
|  | **Essential** | | **Desirable** | |
|  | **Attribute** | **Stage Identified** | **Attribute** | **Stage Identified** |
| **Training & Qualifications** | * Supportive of the strong Christian ethos of the school * QTS Status * Good Honours Degree in relevant and appropriate discipline | F  F, I  F, I |  | F,L,I |
| **Professional Development and Experience** | * Recent professional development relevant to the applicant’s current role. * Significant and relevant teaching experience in the secondary phase. * Evidence of high levels of success in external examinations. * Outstanding classroom practice. | L,I,R | * Professional development in preparation for this leadership role. * Experience of have contributed to extra-curricular activities. * Experience working with and developing staff through coaching and/or mentoring | L,I  L, I  L, I |
| **Professional Knowledge, Skills and Understanding** | * Have a good, up-to-date knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential. * Knowledge of effective use of Maths to deliver engaging lessons. * Well developed IT skills to enhance teaching * Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment. * Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement. * Have a secure knowledge and understanding of their subject/curriculum area and related pedagogy including: the contribution that their subject/curriculum area can make to cross-curricular learning; and recent relevant developments. * Know how to make effective personalised provision for these they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching. * Plan for progression across the age and ability range they teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge. * Design opportunities for learners to develop their SMCS, literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context. * Good general subject knowledge * Good interpersonal skills * Ability to motivate young people | L,I, R |  |  |
| **Special Requirements** | * Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. * Know the local arrangement concerning the safeguarding of children and young people. * Ability to contribute towards the teaching of ICT at all levels. * Excellent communication skills * Good Team Player * Stamina, resilience and optimism * Loyalty * Sense of Humour | L,I,R |  | I |

Signed.......................................................................... KEY: F=FORM, L=LETTER, I=INTERVIEW, R=REFERENCE