



**Person Specification**

(These will be assessed through a combination of letter, application form, tasks and interview)

**Job Title: Deputy Head of Department: English**

**Grade: MPS /UPS TLR**

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>EDUCATION / QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	<ul style="list-style-type: none"><li>• Good Honours degree or equivalent in relevant subject</li><li>• Qualified Teacher Status</li><li>• Recent relevant in-service training</li></ul>	<ul style="list-style-type: none"><li>• Post graduate study or qualification</li></ul>	Application
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"><li>• Successful teaching experience in the secondary sector (English at KS3 &amp; KS4)</li><li>• Impact on curriculum development and sequencing in KS3 – KS5</li><li>• Impact of effective line management</li></ul>	<ul style="list-style-type: none"><li>• Working cross curricular</li><li>• Liaison with community partners</li><li>• Proven record of leading extra-curricular activities within subject area and beyond, and of celebrating performance</li></ul>	Application and references
<b>SKILLS AND ATTRIBUTES</b> eg. written communication skills, dealing with the public	<ul style="list-style-type: none"><li>• An excellent practitioner</li><li>• Ability to lead and inspire</li><li>• Ability to develop an effective team</li><li>• Ability to negotiate, delegate, consult, direct</li><li>• Ability to operate as part of a team.</li><li>• Ability to initiate, develop, implement and monitor policies</li><li>• Ability to mentor and develop skills in others</li><li>• Ability to motivate staff and pupils</li><li>• Ability to learn from experience</li><li>• Ability to effectively collect, analyse and evaluate data</li><li>• Ability to use ICT to support the role</li><li>• Ability to plan, deliver and monitor effective intervention</li></ul>		Application, interview and references
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Detailed knowledge and</li></ul>	<ul style="list-style-type: none"><li>• How to improve</li></ul>	Application,

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
	<p>evidence-based understanding of outstanding English curricula, including for pupils with SEND and those who are disadvantaged.</p> <ul style="list-style-type: none"> <li>• How to improve learning and teaching in given subject</li> <li>• Staff development strategies</li> <li>• Whole school awareness of current practice, developments and curriculum reforms</li> </ul>	learning and teaching across the whole school	interview and references
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to comprehensive education</li> <li>• Vision, imagination and leadership skills</li> <li>• Sensitivity to the needs of others</li> <li>• Ability to work under pressure</li> <li>• Ability to adapt to changing needs and circumstances</li> <li>• Sense of humour</li> <li>• Enthusiasm</li> <li>• Integrity</li> <li>• Written communication</li> <li>• Verbal communication</li> <li>• Presentation skills</li> <li>• Honesty</li> <li>• Resilience</li> <li>• Time management</li> <li>• Personal organisation</li> <li>• Tenacity</li> <li>• Ability to be a role model</li> <li>• Maintaining perspective</li> </ul>		Application, interview and references