

**PERSON SPECIFICATION – ASSISTANT DIRECTOR OF ENGLISH**

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|  | **CRITERIA** | Essential/Desirable | Where assessed |
|  | **Qualifications and Education** |  |  |
| 1 | Educated to degree level | E | A/C |
| 2 | Qualified Teacher Status (QTS) | E | A/C |
| 3 | Further relevant professional qualifications or middle leadership training e.g. National Professional Qualification | D | A/C |
|  | **Experience and Knowledge** |  |  |
| 4 | Successful experience of additional responsibility in an English department  | D | A, I, R |
| 5 | Experience of leading staff successfully, including holding staff to account | D | A, I, R |
| 6 | Successful experience of teaching English across Key Stage 3 and Key Stage 4 | E | A, I, R |
| 7 | Experience and knowledge of the relevant English subject national curriculums at Key Stage 3 and Key Stage 4 | E | A, I, R |
| 8 | Understanding of what is required to secure effective teaching and learning to improve student progress and achievement in an inclusive environment | E | A, I, R |
| 9 | Up to date knowledge and understanding of pedagogical and curriculum strategies | E | A, I, R |
| 10 | Ability to use assessment data effectively to set targets and raise achievement | E | A, I, R |
| 11 | Ability to provide appropriate stretch and challenge and support for students | E | A, I, R |
| 12 | Ability to motivate and engage students | E | A, I, R |
| 13 | Potential for further leadership capacity | E | A, I, R |
|  | **Skills** |  |  |
| 14 | Excellent communication skills and the ability to develop strong professional relationships | E | A, I, R |
| 15 | Ability to organise work, prioritise tasks, make decision and manage time effectively | E | A, I, R |
| 16 | Able to delegate effectively and manage the performance of others | D | A, I, R |
|  | **Personal Attributes**  |  |  |
| 17 | A commitment to safeguarding and promoting the welfare of children and young people | E | A, I, R |
| 18 | Flexible and able to use own initiative | E | A, I, R |
| 19 | Demonstrable leadership qualities and the ability to gain confidence and professional respect from team members | D | A, I, R |

**Key: Where Assessed**

A – Application Form

C – Certificates

I – Interview

R - References

Please set out how you meet the essential and if appropriate desirable criteria in your application form. The person specification will be used to shortlist candidates for interview.