

# Bishop Stopford School

faith | justice | responsibility | truth | compassion

## PERSON SPECIFICATION Head of Faculty - English TLR 1b

Attributes	Essential	Desirable	Assessment Method
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• First degree (or equivalent qualification) related to teaching subject</li> <li>• Nationally recognised teaching qualification</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> </ul>

### Skills and abilities

<i>Teaching skills</i>	<ul style="list-style-type: none"> <li>• The skills, knowledge and understanding necessary to teach across key stages 3-5</li> <li>• An outstanding classroom teacher, demonstrating ability to innovate</li> <li>• Understanding of current curriculum issues in relation to teaching subject/s</li> <li>• Experience of teaching A Level.</li> <li>•</li> </ul>	Knowledge of the Key Stage 2 curriculum and its implications for secondary teaching	<ul style="list-style-type: none"> <li>• Application</li> <li>• Reference</li> <li>• Interview *</li> <li>• Interview</li> <li>• Application</li> <li>• Reference</li> <li>• Application</li> <li>• Reference</li> </ul>
<i>Leadership Skills</i>	<ul style="list-style-type: none"> <li>• Demonstrate vision with regard to strategic curriculum and professional development</li> <li>• Act as a role model for staff and students</li> <li>• Be flexible and responsive to a changing educational environment</li> <li>• Be able to maintain a culture of high expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Recent leadership of a project or of staff</li> <li>• Contribution to a whole-school initiative</li> <li>• Some experience of budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interview</li> <li>• Interview</li> <li>• Interview</li> </ul>

\* *The interview will include a presentation, a teaching observation, informal discussions and a formal interview*

Attributes	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>• Potential to contribute to whole school initiatives</li> <li>• Potential to manage a delegated budget effectively</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Interview</li> </ul>
<i>Communication Skills</i>	<ul style="list-style-type: none"> <li>• Committed to working cooperatively with young people; able to communicate sensitively, imaginatively and effectively with them.</li> <li>• Able to communicate effectively with parents and the wider community to represent the school positively, and feed back information as appropriate.</li> <li>• Able to deploy teaching and associate (support) staff effectively</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Teaching observation</li> <li>• Application</li> <li>• Reference</li> <li>• Application</li> <li>• Reference</li> </ul>
<i>Administrative Skills</i>	<ul style="list-style-type: none"> <li>• Able to plan sequences of lessons, organise time and resources</li> <li>• Able to keep accurate and accessible records</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> </ul>
<i>ICT Skills</i>	<ul style="list-style-type: none"> <li>• Willing to use ICT as an integral component to the role</li> <li>• Innovative user of ICT for teaching and learning</li> </ul>		
<i>Interpersonal Skills</i>	<ul style="list-style-type: none"> <li>• Able to work in a team, and accept delegated responsibility</li> <li>• Able to form good working relationships with colleagues.</li> <li>• Able to maintain effective relationships with associate staff, and professionals outside school</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability of leading a team effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> <li>• Interview</li> <li>• Reference</li> <li>• Interview</li> <li>• Reference</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to make a contribution to the personal and social development of students</li> </ul>	<ul style="list-style-type: none"> <li>• Able to make a contribution to the broader life of the school, including extra-curricular activities related to language study</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Reference</li> <li>• Interview</li> </ul>
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### Personal Characteristics

<i>Professional Development</i>	<ul style="list-style-type: none"> <li>• Committed to career progression and own professional development</li> <li>• Willing to contribute to the professional development of others</li> </ul>	<ul style="list-style-type: none"> <li>• Member of appropriate subject organisation</li> <li>• Proven record of providing professional development to others</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Interview</li> <li>• Reference</li> </ul>
<i>Self ethos</i>	<ul style="list-style-type: none"> <li>• Well motivated and prepared to work hard</li> <li>• Good organisation and time management skills</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application</li> <li>• Reference</li> </ul>
<i>School ethos</i>	<ul style="list-style-type: none"> <li>• Have high expectations of what students can achieve</li> <li>• Fully supportive of the aims and ethos of a school providing a Christian education</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application</li> <li>• Interview</li> </ul>
<i>Equal Opportunities</i>	<ul style="list-style-type: none"> <li>• Have regard to provide equality of opportunity for all</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<i>Health and Safety</i>	<ul style="list-style-type: none"> <li>• Aware of Health and Safety issues as appropriate to role</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Reference</li> </ul>