

CHINGFORD ACADEMIES TRUST

SOUTH CHINGFORD FOUNDATION SCHOOL PERSON SPECIFICATION & ASSESSMENT

HEAD OF ENGLISH

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
Qualifications			
Qualified teacher status	✓		A
Degree or equivalent	✓		A
Evidence of recent and relevant professional development		✓	A/I
Experience			
Successful English teaching at GCSE	✓		A/I/R
Successful experience of a management role		✓	A/I/R
Skills, Knowledge and Understanding			
Ability to communicate effectively at all levels.	✓		I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I/R
Understanding of KS3,KS4 English curriculum and assessment	✓		I
Efficient administrator	✓		A/I/R
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Confident user of ICT	✓		A/R
Capacity to manage others/hold others to account	✓		A/I/R
Understanding of the importance of Quality Assurance measures and of Quality Assurance indicators	✓		A/I/R

Understanding of the implication of Equal Opportunities in English education and management	✓		I/R
Willingness to contribute to the teaching of a second subject		✓	I
Other Requirements			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I – Interview/Lesson Observation R – Reference