



PERSON SPECIFICATION – Key Stage 4 Coordinator

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ▪ Qualified teacher status ▪ Relevant degree 	<ul style="list-style-type: none"> ▪ Good honours degree in English
Experience	<ul style="list-style-type: none"> ▪ Evidence of successful classroom teaching ▪ Proven track record of teaching and motivating all ages and abilities ▪ Ability to demonstrate high standards of classroom practice 	<ul style="list-style-type: none"> ▪ Involvement in working with students in extra curricular activities
Knowledge and understanding	<ul style="list-style-type: none"> ▪ Child protection training ▪ Understanding of recent curriculum developments ▪ Able to devise and implement strategies for raising students' achievement ▪ Committed to continued professional development ▪ Knowledge of National Curriculum ▪ Production of resources to aid effective learning 	<ul style="list-style-type: none"> ▪ Able to develop relevant use of ICT in the teaching ▪ Understanding of current issues in learning
Skills	<ul style="list-style-type: none"> ▪ Exceptional teacher able to lead by example ▪ Ability to motivate and encourage students across the age and ability range ▪ Ability to work successfully as part of a team, sharing good practice ▪ Ability to help manage change 	<ul style="list-style-type: none"> ▪ Able to use quality assurance systems to evaluate the standards within your department and to modify plans accordingly
Teaching and learning Teaching and learning cont.	<ul style="list-style-type: none"> ▪ Willingness to be involved in the mentoring and evaluating the performance of other staff ▪ Knowledge and experience of using a wide range of teaching and learning strategies (including successful use of differentiated material) ▪ Proper use of assessment data to inform teaching and learning ▪ Able to set realistic targets for students' future attainment ▪ Experience of delivering staff training and undertaking professional development of other teachers 	

Personal attributes	<ul style="list-style-type: none"> ▪ Ambitious with a clear Professional Development Plan ▪ Optimistic and positive ▪ Resilience and motivation to lead the department through day-to-day challenges whilst maintaining a clear strategic vision, staying positive and focusing on key priorities ▪ Demonstrates enthusiasm and sensitivity whilst working with others ▪ Always meets deadlines ▪ Innovative and able to stimulate initiative in others ▪ Communicates an obvious love for Law and Citizenship and has a strong desire to generate the same attitude in his/her students ▪ High personal standards ▪ Excellent attendance and punctuality ▪ Provide positive and appropriate role model for students ▪ Forms and maintains appropriate relationships and personal boundaries with students 	
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