



## HATTON ACADEMIES TRUST

### PERSON SPECIFICATION

**Post Title:** Head of English at Sir Christopher Hatton Academy

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Good Honours degree in related subject</li> <li>Additional, relevant, professional qualification</li> </ul>	 ✓  ✓	   ✓	 1 and 3  1 and 3  1 and 3
<b>Experience</b> <ul style="list-style-type: none"> <li>Teaching English at Key Stage 3-5</li> <li>Mentoring/Coaching or other development work with colleagues</li> <li>Previous experience of leading an English Department</li> <li>Previous leadership experience</li> </ul>	 ✓	   ✓  ✓  ✓	 1, 2 and 3  1 and 2  1 and 2  1 and 2
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>Able to communicate effectively, orally and in writing</li> <li>Able to demonstrate effective planning and teaching skills</li> <li>Able to present confidently to a large group of students</li> <li>Able to work with others to achieve common goals</li> <li>Able to use / analyse assessment data systems to raise standards</li> <li>Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>Confident in own ability to be effective and to take on challenges</li> <li>Good ICT skills (in Microsoft Word/Excel)</li> <li>Able to form good working relationships with all staff and students</li> <li>Effective behaviour management</li> <li>Able to support staff and students in maintaining high standards</li> <li>Up to date awareness of the National Curriculum and specifically within their individual specialism</li> </ul>	 ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓		 1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2  1 and 2

*Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<ul style="list-style-type: none"> <li>• Efficient and effective administrative, organisational and personal management skills</li> <li>• Experience of being an examiner at either KS4 or KS5</li> </ul>	✓		1 and 2
<ul style="list-style-type: none"> <li>• Experience of being an examiner at either KS4 or KS5</li> </ul>		✓	1 and 2
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Able to motivate others and to adopt a positive approach to education</li> <li>• Energy, enthusiasm and perseverance</li> <li>• Reliability and integrity</li> <li>• Good interpersonal skills</li> <li>• Positive commitment to individual personal development</li> <li>• Capacity to work hard, under pressure, to meet deadlines</li> <li>• Adaptable and amenable with respect to working practices</li> <li>• Ability to work independently and be a team player</li> <li>• Suitable to work with Children</li> </ul>	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		1 and 2
	✓		2
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice</li> <li>• A commitment to inclusive education</li> </ul>	✓		2 and 3
	✓		2
<b>Health and Safety &amp; Safeguarding</b> <ul style="list-style-type: none"> <li>• An understanding of health and safety issues</li> <li>• A clear understanding of Safeguarding responsibilities &amp; requirements</li> </ul>	✓		2 and 3
	✓		2

1 - Application Form

2 – Interview

3 - Documentary Evidence

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