

## Curriculum Co-ordinator for English/ Media & Film Studies / Drama Person Specification

### Skills Required:

Leadership skills: the ability to lead and manage people to work towards a common goal.	Essential
Decision making skills: the ability to solve problems and make decisions.	Essential
Teamwork: the ability to work collaboratively with others.	Essential
Communication skills: the ability to make points clearly and understand the views of others.	Essential
Self-management skills: the ability to plan time effectively and organise oneself well.	Essential
Leadership and management of the specialist departments to ensure efficiency and the modelling of best practice.	Essential

### Knowledge Base:

Excellent professional knowledge and understanding.	Essential
Excellent subject knowledge.	Essential
Understanding of national and examination curricular requirements of the subjects within the departments.	Essential
Up to date with professional developments in the subjects and other aspects of education.	Essential

### Qualifications/Attainment:

Qualified teacher status.	Level	Essential
Good honours degree.	First or second	Desirable
Post graduate qualifications.	Masters degree/ post graduate diplomas	Desirable

### Experience:

Experience as a subject teacher covering KS3-5.	Essential
Experience of teaching A level and/or GCSE in the subject	Essential
Experience of teaching A-level English Language.	Desirable
Experience of organising or participating in extra-curricular activities.	Essential
Experience of participating in or leading a whole school initiative.	Desirable
Significant successful experience as a middle leader.	Essential

### Attitude/approach:

Ability to enthuse children and adults.	Essential
Possess a positive attitude and approach to change and development.	Essential
Flexible and firm with the ability to know when to be either.	Desirable
Enjoy rising to the challenges inherent in a school environment.	Essential
Lifelong learner.	Essential
A willingness to give generously of their time and support school events and activities.	Essential
Positive attitude to change and development and enjoyment of challenges.	Essential
Honesty and integrity.	Essential
Able to demonstrate adaptability and flexibility.	Essential
Approachable.	Essential
High expectations of oneself, as well as of others.	Essential
Ability to remain calm in sensitive or potentially volatile situations.	Essential

Ability to listen and make reasoned and informed judgements.	Essential
Holds a strong vision, and has the necessary skills and attributes in order to fulfil that vision.	Essential

### Personal Attributes

Enthusiastic, positive and hard-working.	Essential
A passion for education.	Essential
Ability to inspire, motivate and support pupils.	Essential
Calm, flexible, approachable attitude.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
Commitment to the improvement and development of own performance.	Essential
Drive and stamina to provide excellent opportunities for all students.	Essential
Self-motivation and a willingness to accept responsibility.	Essential
Willingness to play a part in the overall developments of the school.	Essential
Commitment to maintaining the inclusive and supportive ethos of the school.	Essential
Commitment to the safeguarding of children and young people.	Essential