

## Person Specification

### Job Title: Associate Director of English

<b><u>Qualifications</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Qualified Teacher Status	✓	
Degree in English or English related subject PGCE	✓	
Masters degree in English / Education		✓
Evidence of involvement in external CPD		✓
<b><u>Knowledge</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Excellent understanding of English secondary curriculum	✓	
Knowledge of current issues facing English departments	✓	
Evidence of leading departmental CPD, or providing CPD in an outreach capacity		✓
Ability to provide clear evaluation and strategies for improvement for leadership teams and departments	✓	
Ability to use Raise Online and other data to analyse and evaluate school/departmental performance	✓	
Good understanding of Ofsted inspection framework and Evaluation Schedule	✓	
Knowledge of departmental monitoring and tracking systems and their role in securing improvement		✓
Good understanding and knowledge of current and new examination specifications	✓	
Ability to offer advice on school-based assessments and on preparation for GCSE examinations	✓	
Able to deliver strategic measures to enable students to achieve their potential and beyond in examinations	✓	
Experience of exam board marking		✓
Knowledge and understanding of marking criteria, and using experience of this to support departmental colleagues		✓
<b><u>Experience</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience of leading a department and achieving good or outstanding outcomes - or leading a department where results are rapidly improving (in exceptional circumstances colleagues who are not leading a department but giving significant and effective support to a department may be considered)	✓	
A track record of successful impact as a departmental leader	✓	

Evidence of involvement in transformational change within a department	✓	
Outreach work / supporting a department in challenging circumstances		✓
Experience of working in one or more areas: <ul style="list-style-type: none"> <li>• KS4 intervention work</li> <li>• whole-school programmes</li> <li>• developing KS3 as a foundation for KS4 work</li> </ul>		✓
<b><u>Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
To be able to demonstrate high quality teaching	✓	
To be able to analyse and review departmental teams and provide feedback and high quality reports	✓	
To be able to develop intervention strategies that brings about rapid improvement	✓	
Willing to teach, and demonstrate teaching, across the Family of Schools; this could include leading a department for an extended period where necessary	✓	
Able to work flexibly and under pressure.	✓	
Able to provide clear strategies for improvement, following analysis/review of data and/or performance	✓	
Able to deliver bespoke CPD to colleagues and trainees	✓	
High level interpersonal skills	✓	
To work confidently with Principals, Heads of Department and senior leaders	✓	
To be able to provide resources for departments.	✓	
Develop and deliver resources for examination and intervention work	✓	