

**Silver Tree Primary School and Nursery**

**Person Specification: Literacy Coordinator and Class Teacher**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Application** | * **In addition to the application form,** a well-structured supporting letter of no more than 1000 words indicating vision and belief for effective teaching and learning in literacy across Silver Tree Primary School. |  | * Application form |
| **Qualifications** | * Qualified Teacher Status. | * Further study or professional qualifications. | * Application form * Certificates |
| **Experience** | * Record of consistent good to outstanding teaching. * Teaching primary age pupils. * Working with SEN pupils and those who demonstrate challenging behaviour. * Experience of effectively coordinating a subject within a school setting | * Working with end of Key Stage assessments. * Subject leadership in a core subject within a primary school. | * Application form * Interview * References |
| **Knowledge &**  **Understanding** | * Clear vision and understanding of the needs of primary pupils including SEND and more able * Detailed knowledge of the structure and content of the current National Curriculum * Use of assessment for learning to improve standards, including excellent marking and feedback to accelerate learning * Knowledge of effective monitoring, data analysis and self-evaluation. | * Competent in analysing both internal and external data | * Application form * Interview * References |
| **Professional**  **development** | * Evidence of up to date CPD | * Evidence of further leadership CPD | * Application form * Interview |
| **Skills and Abilities** | * Ability to demonstrate high expectations of all learners. * Ability to respond flexibly and sensitively to the differing needs of pupils, including those with SEN. * Excellent classroom management. * Excellent use of Standard English and Grammar. * Ability to communicate effectively in a variety of situations. * Ability to use ICT effectively both in classroom practice and for own professional work. * Evidence of leading an initiative that has had a positive impact on the pupils in school. * Effective curriculum management – planning, delivery and assessment. * Effective organisational skills. * Effective behaviour management strategies. * Ability to work independent and as part of a team. | * Evidence of holding members of staff to account * Experience in carrying out learning walks and book scrutinies * Willing to contribute to the school’s extracurricular activities. | * Application form * Interview * Task sheet * References * Classroom Observation |
| **Personal Attributes** | * Support the school’s ethos. * Able to manage own and support others workload appropriately. * Caring attitude towards pupils and parents. * Evidence of being able to build and sustain effective working relationships with all members of the school community. * Ability to prioritise and manage time effectively. * Ability to manage stress, maintain energy, enthusiasm and sense of humour. * Able to be open and constructive, able to accept feedback and act to improve practice. * Self-confident with a collected professional manner. |  | * Application form * Interview * References * Classroom Observation |