

**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
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| **Qualifications** | * Qualified Teacher Status.
 | * Further study or professional qualifications.
 | * Application form
* Certificates
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| **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
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| **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
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| **Professional****development** | * Evidence of up to date CPD
 | * Evidence of further leadership CPD
 | * Application form
* Interview
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| **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
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| **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
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