

Penn Fields School

Literacy Leader Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications and Professional Development		
Education	Qualified teacher status. Good academic education to degree level.	Additional relevant qualifications.
Professional Development	Evidence of continued professional development.	
Experience		
Teaching	Experience as an excellent classroom teacher in a relevant environment. Evidence of having raised standards.	Coordinator experience. Understanding of planning across a key stage.
Management	Experience of managing resources including staff resources	Involvement in leading initiative.
Curriculum		
	Knowledge of the NC. Awareness of current developments in education and the implications of these for learners and teachers. Understanding of the process of appraisal. Practical understanding of effective strategies for learning and teaching. Understanding of strategies to evaluate the quality of learning and teaching.	Working knowledge of P Scales Knowledge of how to use data for improving pupil performance Experience of Ofsted inspection and/or LA review. Experience of classroom observations. Experience of monitoring and evaluating the quality of learning and teaching.

Standards of Achievement	Understand strategies to evaluate standards of achievement. Understand the target setting process. Understand effective use of data to improve learning.	Knowledge/experience of working with SEN pupils.
Skills		
Leadership	Understanding of the role which team leaders play in helping to raise standards of achievement. Understanding the role of the subject leader. Ability to motivate pupils and staff.	Understanding of the process of school development planning. Involvement in developing, delivering and monitoring aspects of a school or subject development or action plan.
Management	Understanding of strategies for managing change within a school.	Understanding of budget management.
Personal Attributes	Hard working, with a positive and enthusiastic attitude. A team player, with a sense of humour. Proactive - ability to follow and lead new initiatives. Eager to improve personal professional skills. Understand and respect the principles of confidentiality. High professional standards for yourself and pupils. Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise. Personal warmth, good rapport with pupils with a range of SEN, colleagues and parents. A personal love of English and of learning and an ability to convey this effectively to pupils, delivering inspiring lessons.	Positive, enthusiastic and motivated approach to supporting SEN pupils and colleagues.

Interpersonal	<p>Excellent communications skills both verbally and in writing Competent IT skills.</p> <p>Resilient under pressure. Able to deal sensitively with pupils and staff and resolve problems.</p> <p>Excellent time management and organisational skills.</p> <p>Strong problem solving skills.</p> <p>Excellent command of the English language.</p>	
Philosophy	<p>A clear desire to help every child achieve the best they can.</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with pupils.</p> <p>A commitment to supporting the ethos and strategic direction of the School.</p>	