



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Post Title: Director of English & Literacy

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training <ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours degree in related subject • Additional, relevant, professional qualification 	 ✓ ✓	 ✓	 1 and 3 1 and 3 1 and 3
Experience <ul style="list-style-type: none"> • Teaching experience at Key Stage 3-4 • Teaching experience at Key Stage 5 • Previous experience of leading an English faculty • Evidence of successful teaching which has led to a demonstrable impact on student achievement • Mentoring / coaching, or other development work with colleagues • Evidence of relevant Continued Professional Development • Previous leadership experience • Experience of delivering high quality CPD to other colleagues 	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	 1, 2 and 3 1, 2 and 3 1, 2 and 3 1, 2 and 3 1 and 2 1 and 2 1 and 2 1 and 2
Skills & Knowledge <ul style="list-style-type: none"> • Able to communicate effectively, orally and in writing 	 ✓	 ✓	 1 and 2

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<ul style="list-style-type: none"> • Able to demonstrate effective planning and teaching skills 	✓		1 and 2
<ul style="list-style-type: none"> • Able to present confidently to a large group of students 	✓		1 and 2
<ul style="list-style-type: none"> • Able to present confidently to a large group of adult professionals 	✓		1 and 2
<ul style="list-style-type: none"> • Able to work with others to achieve common goals 	✓		1 and 2
<ul style="list-style-type: none"> • Able to use / analyse assessment and performance data systems to raise standards 	✓		1 and 2
<ul style="list-style-type: none"> • Able to provide clear direction and to inspire, motivate and enthuse others 	✓		1 and 2
<ul style="list-style-type: none"> • Confident in own ability to be effective and to take on challenges 	✓		1 and 2
<ul style="list-style-type: none"> • Good ICT skills 	✓		1 and 2
<ul style="list-style-type: none"> • Able to form good working relationships with all staff and students 	✓		1 and 2
<ul style="list-style-type: none"> • Excellent behaviour management 	✓		1 and 2
<ul style="list-style-type: none"> • Able to support staff and students in maintaining high standards 	✓		1 and 2
<ul style="list-style-type: none"> • Efficient and effective administrative, organisational and personal management skills 	✓		1 and 2
<ul style="list-style-type: none"> • Clear understanding of school self-evaluation 	✓		1 and 2
<ul style="list-style-type: none"> • Awareness of the performance management regulations and how these impact upon middle and senior leaders. 		✓	1 and 2
<ul style="list-style-type: none"> • Up to date awareness of curriculum requirements for faculty area 	✓		1 and 2
Personal Attributes			
<ul style="list-style-type: none"> • Able to motivate others and to adopt a positive approach to education 	✓		1 and 2
<ul style="list-style-type: none"> • Energy, enthusiasm and perseverance 	✓		1 and 2
<ul style="list-style-type: none"> • Reliability and integrity 	✓		1 and 2
<ul style="list-style-type: none"> • Good interpersonal skills 	✓		1 and 2

<ul style="list-style-type: none"> • Positive commitment to individual personal development • Capacity to work hard, under pressure, to meet deadlines • A good record of attendance during the last three years • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • A commitment to outstanding Safeguarding practice • Suitable to work with Children 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1 and 2</p> <p>1, 2 and 4</p> <p>1,2 and 4</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice • A commitment to inclusive education 	<p>✓</p> <p>✓</p>		<p>2 and 3</p> <p>2</p>
<p>Health and Safety/Safeguarding</p> <ul style="list-style-type: none"> • An understanding of health and safety issues • A clear understanding of Safeguarding responsibilities and requirements 	<p>✓</p> <p>✓</p>		<p>2 and 3</p> <p>2, 3 and 4</p>

1 - Application Form

2 – Interview

3 - Documentary Evidence

4 - Safeguarding