

## PERSON SPECIFICATION

This is the generic person specification, common to all teaching jobs advertised after January 2014, at **Cardinal Heenan Catholic High School**.

1. Qualification	<ul style="list-style-type: none"><li>• QTS status and subject qualification</li><li>• Degree in Economics/Business/Computing (desirable)</li><li>• PGCE in Economics (essential)</li><li>• CCRS (desirable)</li></ul>
2. Knowledge and Understanding	<ul style="list-style-type: none"><li>• A clear and well-thought out understanding of current educational issues, theory and practice.</li><li>• Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory documentation including the new specification.</li></ul>
3. Requirements.	<ul style="list-style-type: none"><li>• Have a secure knowledge and understanding of their specialist subject(s) equating to degree level, including the subject knowledge specified in the relevant ITT National Curricula.</li><li>• Understand progression in their specialised subject(s), including before their specialist age range.</li><li>• Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s).</li></ul>
4. Planning and setting expectations	<ul style="list-style-type: none"><li>• Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.</li><li>• Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment.</li><li>• Identify students who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records of</li></ul>

	individual Education Plans (IEPs).
5. Teaching and managing student's learning	<ul style="list-style-type: none"> <li>• Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.</li> <li>• Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.</li> <li>• Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.</li> </ul>
6. Assessment and evaluation	<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use this assessment for future teaching.</li> <li>• Standardise assessments in line with whole school procedures.</li> <li>• Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress. Implement 'improvement time'</li> <li>• When applicable, understand the demands expected of students in relation to the National Curriculum and Key</li> </ul>
7. Student achievement	<ul style="list-style-type: none"> <li>• Secure progress towards student targets.</li> <li>• Understand the significance of KS5 data and projecting this forward to ensure pupils make better than expected progress (4-5 levels).</li> </ul>
8. Relations with parents and the wider community	<ul style="list-style-type: none"> <li>• Know how to prepare and present informative reports to parents.</li> <li>• Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and</li> </ul>

	<p>work-related examples.</p> <ul style="list-style-type: none"> <li>• Understand the need to liaise with agencies responsible for students' welfare.</li> </ul>
9. Managing own performance and professional development	<ul style="list-style-type: none"> <li>• Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. (BlueSky)</li> <li>• Understand their professional responsibilities in relation to school policies and practices.</li> <li>• Set a good example to the students they teach in their presentation and their personal conduct.</li> <li>• Evaluate their own teaching critically and use this to improve their effectiveness</li> <li>• Attend appropriate CPD/Twilights</li> </ul>
10. Managing and developing staff and other adults	<ul style="list-style-type: none"> <li>• Establish effective working relationships with professional colleagues including, where applicable, associate staff.</li> </ul>
11. Managing resources	<ul style="list-style-type: none"> <li>• Select and make good use of Class charts and other resources. (ultimately keep up to date with new technology)</li> </ul>
12. Other attributes considered desirable at Cardinal Heenan High School	<ul style="list-style-type: none"> <li>• Have a positive outlook in general.</li> <li>• A record of excellent attendance and punctuality.</li> <li>• Excellent written and oral communication skills, including appropriate ICT skills.</li> <li>• The ability to work, and contribute, effectively within departmental and Year-based teams.</li> <li>• Attend and contribute positively to Subject/Pastoral meetings.</li> <li>• Present to Governors if require.</li> <li>• The ability to work actively and effectively with parents, governors and other stakeholders.</li> <li>• Flexibility and a willingness to be involved in the life of</li> </ul>

	<p>Cardinal Heenan Catholic High School.</p> <ul style="list-style-type: none"> <li>• The ability to use own initiative and motivate others.</li> <li>• A commitment to teaching and lifelong learning, and a willingness to continue to further own learning through continuing professional development.</li> </ul>
13. Teacher	<ul style="list-style-type: none"> <li>• Commitment to implement the School's Equal Opportunities Policies.</li> <li>• A developing range of successful teaching strategies.</li> <li>• A secure knowledge of the importance of data as a means both to measure and to extend progress.</li> <li>• A high level of organisational and planning skills.</li> <li>• The ability to create a stimulating visual environment for the classroom.</li> <li>• The ability to create a dynamic learning environment which values and enables everyone equally.</li> <li>• A commitment to the mission and aims of Cardinal Heenan Catholic School.</li> <li>• An awareness of equal opportunities issues generally and specifically of how they relate to this area of work.</li> </ul>
14. Loyalty	<ul style="list-style-type: none"> <li>• At a time of change within the school, to be successful we need staff who are loyal and committed.</li> <li>• Loyalty to our students and the school community</li> </ul>