



Person Specification for the Post of:

Asst Subject Leader

Category	Method of Assessment	Essential/ Desirable (E/D)
Skills/Knowledge	A = application I = interview LO = Lesson observation R = references	
Exemplary classroom practitioner.	A/LO/R	E
Ability to ensure curriculum coverage continuity and progression in the subject, for all students.	A/I	E
Ability to set targets in the subject area using NC levels and FFT.	A/I	E
Ability to provide subject leadership across the key stages.	A/I	E
Ability to conduct an audit and identify priorities for development and training needs within the subject area.	A/I	E
Well-developed interpersonal and personnel management skills	A/I	E
Ability to contribute information to ensure that the Headteacher, senior managers and governors are well informed about subject policies	A/I	E
Ability to maintain existing resources and to plan for opportunities for further development.	A/I/R	E
Ability to use accommodation to create an effective and stimulating environment.	A/I	E
A thorough understanding of Assessment for Learning	A/I/LO/R	E
Knowledge of AQA GCSE English Language and Literature specifications	A/I	D
Experience		
Developing and implementing some whole school policies within the subject area.	A/I/R	E
Using a range of information and evidence to raise student achievement.	A/I	E
Strategically planning a subject area.	A/I	E
Developing and successfully delivering inclusive practice to ensure equal opportunities for all.	A/I/R	E
Identifying realistic and challenging targets for improvement in the subject area.	A/I/R	E
Ensuring that those involved in the delivery of the subject are confident to do so.	A/I/R	E
Experience of providing support, advice and guidance to colleagues on teaching and learning.	A/I/R	E
Directing, supporting and monitoring the work of staff within the delivery of the subject.	A/I/R	E



Ensuring that the learning environment is safe and that risks are adequately assessed.	A/R	E
Evidence of involvement with governors, and working in partnership with parents.	A/I/R	D
Extending the subject curriculum to develop effective links with the local community and within the Trust	A/I/R	D
Evidence of involvement with working in partnership with local primary schools	A/I/R	D
Personal Qualities – a range of personal qualities relevant to becoming a Subject Leader including:		
Ability to demonstrate enthusiasm and sensitivity while working with others.	I/R	E
Being enterprising	I/R	E
Ability to initiate and manage change	A/I/R	E
Caring attitude towards staff, students and parents.	I/R	E
An excellent health and attendance record.	R	E
Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community.	I/R	E
A well reasoned educational philosophy in tune with the School ethos.	A/I/R	E
Resilience and tenacity	I/R	E
Creativity, flexibility and innovation	A/I/R	E
Reliability under pressure	A/I/R	E
Pride in work	I/R	E
Hard working	I/R	E
Flexible approach to people and situations	A/I/R	E
Able to work as part of a team	A/I/R	E
A sense of humour.	I/R	E
Are enthusiastic and always positive	I/R	E
Believe they can improve on their previous best	A/I/R	E
Ability to work with minimum supervision	A/I/R	E
Able to work effectively on own initiative	A/I/R	E
Qualifications and Training		
Qualified teacher status.	A	E
Evidence of recent and appropriate professional development.	A/R	E
Understanding of the role of the professional portfolio as part of CPD.	A/I	D