

<b>St Anne's Academy</b>	<b>Person Specification: Associate Director of English</b>
<p><b>Qualifications, professional development and personal qualities</b></p> <ul style="list-style-type: none"> <li>• Education to Degree level</li> <li>• Qualified Teacher status</li> <li>• An excellent track record of recent, relevant professional development</li> <li>• Personal impact and presence</li> <li>• Reliability, resilience, determination and integrity</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Successfully leading and managing a strategy/intervention in English</li> <li>• Experience in developing and implementing schemes of work in English</li> <li>• Proven track record of successful English examination results at KS4 [essential]</li> <li>• Excellent classroom practitioner, specialising in English</li> <li>• Willing and enthusiastic contributor to a range of extracurricular and enrichment activities with a commitment to lead and develop such activities in the future</li> </ul>
<p><b>Professional knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• Ability to develop and monitor the quality of English teaching and learning in the Academy</li> <li>• Ability to ensure that secure quality assurance procedures are in place within the English Team</li> <li>• Ability to contribute significantly to Academy attainment targets</li> </ul>	<p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively orally and in writing for a range of purposes to a variety of audiences</li> <li>• Negotiate and consult fairly and effectively</li> <li>• Manage communication processes and systems effectively</li> </ul>
<p><b>Decision-making skills</b></p> <ul style="list-style-type: none"> <li>• Make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>• Demonstrate good judgement and have due regard to confidentiality</li> <li>• Prioritise and manage own time effectively</li> <li>• Work effectively under pressure and to deadlines</li> </ul>	<p><b>Leadership and management skills</b></p> <ul style="list-style-type: none"> <li>• Strategic vision</li> <li>• Work effectively both as a leader and as a member of a team</li> <li>• Initiate, lead and manage change</li> <li>• Prioritise, plan and organise</li> <li>• Direct and coordinate the work of others</li> <li>• Proven track record of mentoring team members to improve performance</li> <li>• Set high standards and provide a positive role model for students and staff</li> <li>• Use ICT for efficient and effective management and administration</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Liaise effectively with other organisations and agencies at a local and national level</li> </ul>

**St Anne's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**