



## Cottenham Primary School

### Unqualified Teacher – Person Specification

| <b>Person Specification</b><br>Cottenham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. |  |   |  |
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|   | <b>Essential</b><br><br>These are qualities without which the Applicant could not be appointed.  | <b>Desirable</b><br><br>These are extra qualities which can be used to choose between Applicants who meet all the essential criteria.   | <b>Method of Assessment</b>  |
| <b>Qualifications</b>   | C grade or above at GCSE in English and Maths.   | Further Education Qualifications (e.g. A Levels, Degree, PGCE)  | Production of Applicant's certificates   |
| <b>Attainment and Experience</b>  | Experience of teaching to small groups.<br><br>Experience of managing own time effectively.  | Experience of teaching to a whole class<br><br>Experience of planning for progression of pupils over a period of time   | Application form<br><br>Lesson observation<br><br>Interview<br><br>Professional References |
| <b>Skills</b>   | Excellent interpersonal skills including the ability to relate well to people on all levels (including parents), to resolve conflicts in a sensitive manner, to encourage and motivate.<br><br>Ability to work as a member of a team, to show initiative and imagination, and to clearly align with the school's culture and agreed expectations for teaching techniques.<br><br>Good organisational and administrative skills.<br><br>Ability to plan and deliver programmes of work (or to deliver lessons planned by colleagues) to the whole class; prepare and implement activities, monitoring the pupils' responses and modifying the activities to achieve progression towards the intended learning outcomes.<br><br>Ability to manage behaviour of a whole class<br><br>An understanding of corporate responsibility including professional confidentiality. | Evidence of commitment to professional development.<br><br>Understanding of curriculum design and implementation.<br><br>Willingness to become involved in the extra-curricular life of the school. | Application Form<br><br>Lesson observation<br><br>Interview<br><br>Professional references |





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|  | <p>Ability to organise personal workload and manage time effectively.</p> <p>Ability to use ICT effectively in school administration and classroom practice.</p> <p>Excellent written and spoken English and the ability to articulate and communicate clearly.</p>  |   |   |
| <b>Knowledge</b>                           | <p>Sound knowledge of the requirements of the National Curriculum.</p> <p>Knowledge of a range of teaching, learning and assessment strategies which contribute to effective pupil progression and high standards of achievement.</p> <p>Confidence to teach the full range of the primary curriculum.</p> <p>Knowledge of effective strategies to improve continuity and progression in pupil learning.</p> <p>Knowledge of effective approaches to curriculum planning.</p> <p>A commitment to inclusive practices within the primary school.</p> <p>An understanding of the statutory requirements of legislation concerning equal opportunities, health and safety, SEND and child protection.</p> | <p>Subject specific expertise.</p> <p>Willingness to engage with educational research</p> | <p>Application Form</p> <p>Lesson observation</p> <p>Interview</p> <p>Professional references</p> |
| <b>Personal competencies and qualities</b> | <p>Personal integrity, honesty, energy, stamina and enthusiasm.</p> <p>A commitment to personal professional development.</p> <p>The ability to be flexible and manage unexpected events calmly and positively.</p>  |   | <p>Application form</p> <p>Interview</p> <p>References</p>  |

