



## Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228

office@coloma.co.uk | www.coloma.co.uk

Headteacher: Mrs D Bumford Sinclair

Chief Executive: Mr D Garrido

### PERSON SPECIFICATION

This is the generic Person Specification, common to all teaching jobs advertised at Coloma Convent Girls' School. Parts of this specification are derived from the Teachers' Standards.

Applicants should address in their written application how they meet the criteria within this person specification, providing specific examples to support each statement (e.g. how they have met specific elements of the Standards through their past/current practice). Shortlisting for the next stage of the selection process will take place on the basis of written applications as measured against the person specification. Subsequent stages of the selection process will also focus on the competencies and requirements set out in this person specification.

### QUALIFICATIONS

- ⦿ A good honours degree in a relevant subject (or equivalent qualification(s) and/or experience).
- ⦿ Qualified Teacher Status.

### ABILITIES AND ATTRIBUTES

1. Proven ability to set high expectations which inspire, motivate and challenge, and promote good progress and outcomes by pupils.
2. Good subject and curriculum knowledge.
3. Proven ability to plan and teach well-structured lessons, and to adapt teaching to respond to the strengths and needs of all pupils.
4. Proven ability to make accurate and productive use of assessment.
5. Proven ability to manage behaviour effectively to ensure a good and safe learning environment.
6. Proven ability to fulfil wider professional responsibilities, including:
  - ⦿ Making a positive contribution to the wider life and ethos of the School.
  - ⦿ Developing effective professional relationships with colleagues and other key stakeholders (e.g. parents, governors), knowing how and when to draw on advice and specialist support.
  - ⦿ Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
7. A record of excellent attendance and punctuality.
8. Excellent written and oral communication skills, and appropriate ICT skills.
9. Commitment to implement the Equalities Policy.
10. A commitment to the ethos, mission and aims of Coloma Convent Girls' School.

*All appointments will be subject to an Enhanced DBS Check satisfactory to the School.*

*Attendance and punctuality will be assessed through the taking up of references if and when a conditional offer of appointment is made, and will be considered on a case by case basis, taking into account the applicant's particular circumstances.*



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### PERSONAL AND PROFESSIONAL CONDUCT

In line with the Teachers' Standards and the Coloma Code of Conduct, all staff are expected to:

- ⑧ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- ⑧ Treat pupils with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position.
- ⑧ Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- ⑧ Show tolerance of and respect for the rights of others.
- ⑧ Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ⑧ Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- ⑧ Have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.
- ⑧ Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.