



ST ALBANS GIRLS' SCHOOL

Sandridgebury Lane, St Albans, Herts, AL3 6DB

Person Specification – Teaching Staff

Requirement	Essential or Desirable?	How Assessed?
Qualifications / Education / Training: <ul style="list-style-type: none"> Any relevant qualifications such as NVQs, GCSEs, A levels, further professional qualifications Appropriate CPD relevant to the position 	E/D D	Letter of application
Experience: <ul style="list-style-type: none"> Experience of working in a similar role Ability to demonstrate qualities required by the job specification Demonstrating a high level of competence in using ICT, where required in the job specification 	E E E	Letter of application and task
Knowledge: <ul style="list-style-type: none"> Itemised individually in each job specification 		Letter of application
Skills & Competencies: <ul style="list-style-type: none"> Excellent communication skills, both orally and in writing Ability to process and interpret information Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines Ability to work flexibly and share workloads, particularly during periods of pressure Team player Ability to negotiate Accuracy and reliability Ability to work well with a wide range of people, including students Awareness and acceptance of the school's equal opportunities policy 	E E E E E D E E E	Letter of application and interview Task
Personal Attributes: <ul style="list-style-type: none"> Self motivated - ability to work on own to achieve successful outcome Ability to make decisions and use own initiative Creative, comes up with ideas Prepared to learn new skills An understanding and ability to demonstrate the professional standards required when working in a school environment Positive outlook An awareness of the school aims and ethos and a willingness to actively engage in the school community Accept the need for continuing professional development Be able to carry out all duties to a very high standard 	E E D E E D E E E	Letter of application and interview Task
Other: <ul style="list-style-type: none"> Experience of appropriate software including Sims and Microsoft Office as required by the job specification 	D	Letter of application and task

March 2012

