

# CDA - Person Specification

Key: (AF) Application Form; (I) Interview; (P) Presentation

	<b>Essential requirements</b>	<b>Desirable attributes</b>	<b>Method of assessment</b>
<b>Qualifications</b>			
Degree or equivalent	E		AF
Qualified Teacher Status	E		AF
<b>Experience</b>			
Experience of working in a Church of England School	E		AF
Experience of leading Religious Education in primary and/or secondary school	E		AF/I
Experience of working with governing bodies/trustees		D	AF/I
Experience of training and advising others demonstrating judgement and discretion		D	AF/I
<b>Knowledge and skills</b>			
Demonstrate a strong personal commitment to the Christian church	E		AF/I
Appreciate the diverse communities in the Diocese, able to work collaboratively with partners	E		AF/I/P
Understand the role of the Board of Education in supporting Church schools		D	AF/I
An excellent Religious Education practitioner – demonstrate excellent subject knowledge as well as practical application across key stages	E		AF/I/P
Understand and sympathise with the nature and distinctiveness of church schools, including the CE Vision for Education	E		AF/I/P
Good organisational skills – work efficiently and effectively to prescribed deadlines	E		AF/I

Highly versatile in literacy and numeracy, able to write high quality reports and analyse complex data	E		AF/I
Confident communication skills, able to exercise tact and discretion	E		AF/I/P
Confident public engagement and presentation skills	E		AF/I
Good interpersonal skills – Able to maintain confidential information and convey difficult messages	E		AF/I
Ability to work on own initiative as well as part of a team; able to motivate and manage others	E		AF/I
Sound IT skills: spread sheets, word processing and email	E		AF/I/P
Self-motivated with a commitment to continuous professional development	E		AF/I
<b>Work related circumstances</b>			
Willing to attend occasional evening meetings and events – with notice	E		I
Willingness to travel around the Diocese of Lichfield with access to own vehicle	E		I
Holds a full driving licence	E		AF