

Person Specification: Head of Department

Pembroke House School seeks to deliver an outstanding educational experience in all fields to its students. It requires staff with the ability, enthusiasm and expertise to support this ambition.

It is anticipated that the successful candidate will demonstrate the following:

**Subject teaching**

* Good honours degree in the subject applied for or a closely related subject.
* Ability to provide stimulating, well-planned lessons across the age and ability range within the school.
* Subject knowledge to challenge able students and achieve strong results at all relevant levels.

**Pastoral and Co-Curricular duties**

* Commitment to boarding school life and the ability to carry out the role of tutor effectively.
* A professional, yet caring and compassionate approach to dealing with students.
* Willingness to be involved in a range of co-curricular activities, and the ability to offer expertise relevant to one or more areas of the school’s co-curricular programme.

**Personal qualities**

* Suitability to work with children. An enhanced Disclosure and Barring Service (DBS) check will be completed on the successful applicant.
* Strong communication skills (oral and written) for dealing with pupils, parents and colleagues.
* Conscientiousness, enthusiasm, and the ability to sustain long hours during term time, including evenings and weekends.
* Ability to work collaboratively.
* Ability to develop a rapport with pupils throughout the school.
* Strong organisational skills, and the ability to meet deadlines.
* A positive attitude towards professional development and their own learning

**Role as Head of Department**

It is not a requirement for applicants to have previously held a post as Head of Department. However, it is anticipated that the successful candidate will demonstrate evidence of:

* People skills to manage a team and to resolve difficulties as they may arise.
* Administrative skills to organise and manage a busy Department in the school.
* The vision to maintain the Department’s high profile within the school and to lead the Department forward.

*Pembroke House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

October 2017