

Head of Department – Person Specification

Qualification and Experience

Essential

- Degree and Teaching Qualification
- Enhanced relevant CRB
- On-going CPD portfolio
- At least three years' teaching experience in a Secondary School
- Evidence of successful experience of curriculum/subject development
- Experience of successfully managing an aspect of school/department improvement

Desirable

- Experience of more than one secondary school
- Further degree or diploma

Knowledge, Skills and Abilities

Essential

- An experienced and strong classroom practitioner
- Understanding of the characteristics of high quality teaching and effective learning
- Evidence of successfully planning and implementing curriculum developments
- Knowledge of current whole school developments in education
- Evidence of leadership skills
- Proven ability to work helping improve classroom practice
- Ability to build and work with an effective team
- Excellent written, verbal and non-verbal communication skills
- Ability to see tasks through to a successful conclusion
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents
- Good ICT skills

Desirable

- Evidence of having had a positive impact in a middle management role

Personal Attributes

Essential

- Patient and persistent
- Tactful, respectful and sensitive to the needs of others
- Enthusiastic with a positive and optimistic outlook and a sense of humour
- Personal attributes: Positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work