

**Head of Department PERSON SPECIFICATION**

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|  |  | **Essential** | **Desirable** | **Evidence in Interview** | **Evidence in Application** |

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| **1** | **QUALIFICATIONS AND TRAINING** |  |  |  |  |
| 1.1 | First degree or equivalent. | Description: MCj04347130000[1] |  |  | Description: MCj04347130000[1] |
| 1.2 | Qualified teacher status. | Description: MCj04347130000[1] |  |  | Description: MCj04347130000[1] |
| 1.3 | Attendance at courses which would provide relevant preparation for a management role. |  | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] |
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| **2** | **PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS** |  |  |  |  |
| 2.1 | Excellent teaching skills. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.2 | Excellent presentation and organisational skills. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.3 | Experience of curriculum and assessment issues. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.4 | Knowledge of current educational developments. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.5 | An appreciation and application of the latest theories of learning. |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.6 | Excellent ICT skills. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.7 | Practical experience of developing/implementing key policies successfully within a school/academy. |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 2.8 | The ability to work under pressure and to deadlines. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
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| **3** | **PERSONAL QUALITIES** |  |  |  |  |
| 3.1 | A passion for education and making a difference to life chances. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 3.2 | Ability to develop supportive and positive working relationships with key stakeholders: parents, students, colleagues, governors, sponsor | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 3.3 | Drive, energy, commitment, proven capacity for hard work and “willingness to go the extra mile”; capacity to manage own work pressure and that of others effectively; good sense of humour. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] |  |
| 3.4 | Proven ability to work as a team member. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 3.5 | Commitment to Equal Opportunities; the ability to support and develop the Academy’s Equal Opportunities policies. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] |  |
| 3.6 | Record of good health, attendance and punctuality. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 3.7 | Optimistic, resourceful and enterprising in outlook. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 3.8 | Potential and ambition to pursue further promotions. |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
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| **4** | **INTERPERSONAL SKILLS** |  |  |  |  |
| 4.1 | Ability to mediate, arbitrate and negotiate in appropriate circumstances. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] |  |
| 4.2 | Good presentation skills and ability to motivate stakeholders. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 4.3 | Prepared to listen to others and share ideas. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] |  |
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| **5** | **JOB RELATED APITITUDES, SKILLS AND KNOWLEDGE** |  |  |  |  |
| 5.1 | Ability to communicate effectively with different audiences, orally and in writing. | Description: MCj04347130000[1] |  |  | Description: MCj04347130000[1] |
| 5.2 | Willing to respond wholeheartedly to the need for good public relations and Academy promotion. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 5.3 | The ability to contribute to whole school/academy improvement. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 5.4 | Energy, enthusiasm and enjoyment of working with young people. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 5.5 | Problem solving skills. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 5.6 | The ability to develop positive relationships with young people. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |
| 5.7 | Perception of self as a ‘leader’:   * Show vision, conviction and authority and lead by example. * Build the team * Understand what needs to be done, do it right, and on time. * Be very organised. * Know your subject and keep up-to-date. * Lead learning by demonstrating high quality work with excellent outcomes. * Develop colleagues through encouragement, performance management and providing opportunities. * Reflect critically and rigorously on your own work, and the work of others. | Description: MCj04347130000[1] |  | Description: MCj04347130000[1] | Description: MCj04347130000[1] |