

## **Head of Department – Person Specification**

### **Qualification and Experience**

#### **Essential**

- Degree and Teaching Qualification
- Enhanced relevant DBS
- 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
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- Knowledge of current whole school developments in education
- Evidence of leadership skills
- 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**

- 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