Person Specification

Job Title: Head of Department

	Essential	Desirable
Knowledge		
Good understanding of your subject secondary curriculum, Key Stage 3 to Key Stage 5	✓	
Knowledge of current issues facing subject departments	✓	
A record of appropriate and continuing CPD		✓
Good understanding of school improvement and Ofsted inspection programmes	✓	
Knowledge of departmental monitoring and tracking systems and their role in securing improvement	✓	
Ability to provide clear evaluation and strategies for improvement for leadership teams and departments	✓	
Ability to use Raise Online and other data to analyse and evaluate school/departmental performance		✓
Knowledge of Ofsted inspection framework and Evaluation Schedule		✓
Good understanding and knowledge of current and new examination specifications	✓	
Ability to offer advice on school-based assessments and on examination preparation for examinations	✓	
Able to assess school-based assessments accurately and identify strategies for improvement	✓	
Experience of exam board marking		✓
Knowledge and understanding or marking criteria and using experience of this to support departmental colleagues		✓
Qualifications		
Degree in relevant subject	✓	
Qualified Teacher Status	✓	
Masters degree in relevant subject or Education / further study		✓
Evidence of involvement in relevant CPD		✓
Experience		
Experience of leading or supporting leadership of a department or providing support to a school/department	✓	
Successful experience of teaching at all key stages	✓	

Evidence of managing and leading a new initiative across a department or whole school	✓	
Evidence of involvement in transformational change within a department		✓
Outreach work / supporting a department in challenging circumstances		✓
Skills		
To be able to demonstrate high quality teaching	✓	
An outstanding classroom practitioner with a clear direction and vision for teaching and promoting the subject across the Academy	✓	
Outstanding relationships with students and staff members which promotes excellent classroom discipline and attainment	✓	
Able to deliver bespoke CPD to colleagues and trainees		✓
To be able to analyse and review data and provide feedback and high quality reports	✓	
To be able to develop intervention strategies that bring about rapid improvement	✓	
Able to work flexibly and under pressure	✓	
Able to provide clear strategies for improvement, following analysis/review of data and/or performance	✓	
To be able to provide resources for departments	✓	
Develop and deliver clear examination and intervention work	✓	
Experience of working in one or more areas: • KS4 intervention work • Whole school programmes • Developing KS3 as a foundation for KS4 work		✓