



PERSON SPECIFICATION – Head of Department

Qualifications	Essential	Desirable
Degree and Qualified Teacher Status	✓	
Enhanced DBS	✓	
Ongoing CPD portfolio	✓	
Further degree or diploma		✓
Experience, skills and knowledge	Essential	Desirable
Evidence of success in leading a team initiative in education	✓	
Experience in effectively deploying and managing staff	✓	
Evidence of raising achievement	✓	
Excellent communication skills	✓	
Evidence of effective finance and resource management	✓	
A clear commitment to extended learning	✓	
A tangible passion and enthusiasm for education	✓	
A keen interest in developing teaching in an innovative and creative way	✓	
A proven track record of excellence in the classroom	✓	
Experience of working with other teachers and professionals to extend their understanding and effectiveness	✓	
Outstanding subject knowledge in your subject area	✓	
Secure understanding of what is required to secure effective teaching and learning	✓	
Sound understanding of the strategies which help to raise pupils' attainment	✓	
Knowledge and experience of harnessing the impact of new technologies	✓	
Ability to use ICT effectively to support your professional role	✓	
An understanding of performance and contextual data as tools for improving standards of pupil achievement	✓	
An understanding of up-to-date educational development nationally	✓	
Team leadership experience in schools		✓
Experience of leading an aspect of whole-school development		✓
Experience of teaching in more than one secondary school		✓
An understanding of emotional literacy and developments to support learning and teaching, e.g. SEAL		✓



Personal qualities	Essential	Desirable
Be a team player	✓	
Ability to motivate and inspire staff and pupils	✓	
Ability to use tact, diplomacy, sensitivity and good humour	✓	
Ability to understand others and create trust	✓	
Ability to coach colleagues to improve their performance	✓	
Effective written and spoken communication	✓	
Ability to demonstrate personal and emotional resilience when working in a range of challenging situations	✓	
Ability to work under pressure and determination to succeed	✓	
Active participation in school developments, such as extra-curricular activities / educational visits / out-of-hours learning	✓	
Commitment to safe-guarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks including enhanced CRB checks	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓	
Seeking an opportunity to gain experience to contribute in a wider leadership role		✓