**Person Spec - Head of Sixth Form**

**Post: Head of Sixth Form**

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| **Selection Criteria** | **Essential** | **Desirable** |
| **Qualifications,**  **Training**  **and Knowledge** | Degree and a good overall academic record.  PGCE or equivalent.  A good range of post qualification training  relating to:  ● teaching and learning  ● leadership  Knowledge of current issues and innovations  in education, in particular curriculum development and change at post 16. | Honours graduate, 2i or better.  Masters level study in Education.  Knowledge of UCAS.  Knowledge of student support issues.  Knowledge of national accountability frameworks including OfSTED criteria. |
| **Experience** | Substantial and successful experience of teaching in maintained secondary school context including post-16.  Leadership in a school context.  Initiating, leading and managing change.  Raising achievement in a comprehensive school.  Experience of presenting to a range of stakeholders such as staff, students or parents. | Contribution to whole school development.  Leading a range of staff and addressing underperformance.  Dealing with complex student issues.  Raising achievement in post 16  education.  Experience of learning through  challenge, failure or disappointment. |
| **Skills** | Highly skilled teaching.  An understanding of how students learn and how to support them in making excellent progress.  Strong communication skills with a range of audiences.  Use of IT to support administration and teaching.  Personal organisation and time management.  Ability to inspire and motivate staff and students. | An interest in using new technologies to improve education.  Financial and business management.  Able to provide support to both children and adults in challenging situations. |
| **Aptitudes and**  **values** | A strong set of values and commitment to supporting all young people.  Embraces challenge.  Energetic and enthusiastic.  Compassionate and caring.  Resilient  Flexible and solution-focussed.  A sense of humour and perspective.  Committed to improvement, always wanting to find ‘a better way’.  Honest and able to gain the trust and confidence of others. | Belief in the transformational power of education. |
| **Other** | Able to manage own learning and professional development.  Willing to be involved in the broader life of the school and community. | Aspires to further promotion. |

October 2019