**Person Spec - Head of Sixth Form**

**Post: Head of Sixth Form**

|  |  |  |
| --- | --- | --- |
| **Selection Criteria** | **Essential** | **Desirable** |
| **Qualifications,****Training****and Knowledge** | Degree and a good overall academic record.PGCE or equivalent.A good range of post qualification trainingrelating to:● teaching and learning● leadershipKnowledge of current issues and innovationsin 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 16education.Experience of learning throughchallenge, 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.ResilientFlexible 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