



COLLEGIATE

INDEPENDENT CO-EDUCATION
PRE-SCHOOL TO SIXTH FORM

Head of Department

Person Specification

Attributes	Essential (E) / Desirable (D)
Qualifications	
<ul style="list-style-type: none"> An honours degree in a relevant subject Qualified Teacher Status 	<p>E</p> <p>E</p>
Experience/Knowledge	
<ul style="list-style-type: none"> Proven track record of raising achievement and subject recruitment Excellent subject knowledge and ability to teach to A-level Training in the current GCSE specification At least 3 years' recent experience of classroom teaching in KS3 to KS5 Experience of leading and managing staff to support change and lead development A clear understanding of the secondary curriculum and its assessment. Experience of developing effective and creative teaching and learning practices and monitoring performance A track record of managing a department effectively Track record of inspiring others to excel in their roles and a clear vision for the department 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Key Skills	
<ul style="list-style-type: none"> Strong leadership and delegation skills Excellent communication skills and ability to communicate to a variety of audiences Expert classroom management skills and rapport with pupils and parents An ability to employ a range of effective teaching, learning styles and assessment methods A high degree of administration, time management and organisation efficiency Excellent interpersonal skills with good pastoral understanding An ability to analyse departmental data to inform planning and enable continual improvement An ability to manage resources in line with agreed budgets Excellent ICT skills Ability and experience working in co-curricular areas such as sport, CCF, Duke of Edinburgh etc. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Personal Qualities required	
<ul style="list-style-type: none"> Love of working with young people Enthusiasm to participate in the School community, supporting a wide range of activities Stamina, emotional intelligence and resilience Attitude, style and presence of a role model for pupils Personable 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.