Head of Department: Person Specification

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|  | **Essential Requirements** | **Desirable** |
| **Education and Qualifications, CPD** | * Qualified Teacher Status * Evidence of appropriate professional development * Enhanced CRB | * Graduate: Good Honours Degree * In-service training in leadership and management * Further qualifications e.g. NPQML |
| **Experience** | * At least 3 years’ teaching experience in a Secondary School * Experience of successfully managing an aspect of school/department improvement * Evidence of successful experience of curriculum/subject development | * Experience in large secondary school * 6th form experience * Experience of contributing to effective professional development of staff |
| **Knowledge and understanding** | * Good understanding of the characteristics of high quality teaching and effective learning * An ability to successfully plan and implement curriculum developments * A clear educational philosophy * Ability to see the big picture, think strategically and apply this to a department. * Good knowledge and understanding of pedagogy and how to help students learn and make progress * Good understanding of effective pastoral systems * Ability to support others with behaviour strategies | * Involvement in whole school initiatives * Strong awareness of emerging national educational issues * Knowledge of National bodies who effect education and how best to maximise their influence. |
| **Teaching and Learning** | * Commitment to and ability to raise achievement for all * Proven track record of raising academic standards, good examination results and delivery against targets * Experience of implementing a range of effective intervention strategies * Able to use data to inform teaching, for measuring progress, for target setting and improving performance * Role model as excellent classroom   practitioner – capable of delivering consistently good to outstanding lessons   * A student centred, inclusive, positive, approach to learning * Good use of new technologies as a tool for learning | * Experience of monitoring and evaluating classroom practice through observations |
| **Leadership** | * Strong leadership and management skills in line with the national standards including interpersonal, communication, organisational, administrative and ICT skills * Ability to command respect * Highly motivated and able to motivate and inspire staff and students * Ability to lead, support, develop and motivate teams * Ability to delegate responsibility, deploy staff effectively and provide a focus for improvement * Good self-evaluation and the ability to apply the OFSTED Framework to improve performance | * Recent leadership training |
| **Personal qualities and commitment** | * Ability to build and work with an effective team * Excellent written, verbal and non-verbal communication skills * Ability to see tasks through to a successful conclusion * Ability to work under pressure, meet tight deadlines and pay attention to detail * High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents * Good IT skills * Ability to be reflective and self-critical * Flexibility in working practices and adaptability to change * Excellent record of punctuality, attendance, health * Commitment to collaborative working with other schools and HE * Sense of humour, common sense and the ability to maintain a sense of perspective | * Range of interests and activities |
| **Suitability to work with children** | * Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with * Not barred from working with children |  |