Head of Department: Person Specification

|  |  |  |
| --- | --- | --- |
|  | **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
 |  |