

**Southfields Academy**  
**Head of Department Person Specification**

**Essential**

**1. QUALIFICATIONS**

- Good degree in English Language or Literature.
- QTS.

**2. KNOWLEDGE AND SKILLS**

- Ability to act as a role model for other staff and students at all times.
- Proven organisational and time management skills with the ability to work under pressure to conflicting deadlines.
- Proven interpersonal and communication skills.
- An understanding of the current educational landscape, in terms of teaching, learning and assessment.
- A commitment to safeguarding and promoting the welfare of children.
- Understanding of and ability to implement the Academy's Equal Opportunities Policy.

**3. EXPERIENCE**

- A minimum of five years teaching experience in English, and experience of teaching GCSE and A Level.
- Experience of supporting other teachers to improve their practice.
- Experience of management within a Department, including the formulation, monitoring and evaluation of strategic objectives.
- Experience of developing the curriculum.
- Experience of the monitoring and review of student progress and interventions.
- Excellent behavioural management.
- Experience in the line management of staff including performance management and continuous professional development.

**Desirable**

- Experience of budget management.
- A willingness to research educational changes to policy and curriculum; to establish links with colleagues from other schools in order to share and implement best practice.