**THE DOWNS SCHOOL**



**PERSON SPECIFICATION**

**HEAD OF DEPARTMENT**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education/Qualifications and Training** | | |
| First degree | **X** |  |
| QTS and experience of teaching at KS 4 and 5 | **X** |  |
| Evidence of further study (MA, MBA, MEd etc) |  | **X** |
| Evidence of leadership training |  | **X** |
| Recent participation in a range of relevant in-service training | **X** |  |
|  | | |
| **Knowledge Skills & Experience** | | |
| Leadership experience | **X** |  |
| Successful experience of planning for school improvement, with a clear commitment to review and monitoring, including self-evaluation strategies | **X** |  |
| Successful experience of managing change in an educational situation | **X** |  |
| Experience of using assessment data to support school improvement | **X** |  |
| Experience of raising standards through leading staff development | **X** |  |
| Ability to use ICT effectively both to support children’s learning and to communicate and evaluate data | **X** |  |
| Experience of being a reviewer for performance management | **X** |  |
| Understanding of managing a budget | **X** |  |
| Ability to contribute to strategic planning | **X** |  |
| Understanding and compliance of GDPR regulations | **X** |  |
| Understanding of safeguarding policies and procedures | **X** |  |
| Understanding the accountability of the role | **X** |  |
|  | | |
| **Personal Characteristics** | | |
| Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity | **X** |  |
| Flexible and willing to undertake a range of tasks | **X** |  |
| Good communicator | **X** |  |
| The ability to converse at ease with children/students and provide advice in accurate spoken English is essential for the post. | **X** |  |
| The ability to think strategically and analytically | **X** |  |
| The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others | **X** |  |
| The ability to support colleagues | **X** |  |
| Strong organisational skills and ability to meet deadlines | **X** |  |
| Personal resilience, energy and enthusiasm | **X** |  |
| To have a sense of humour and an ability to keep things in perspective | **X** |  |

*Staff/genericjd/hod/personspecforHead of Dept/April 12/Feb17*