

**FARNEY CLOSE SCHOOL**

**Bolney Court, Bolney, West Sussex, RH17 5RD**

**PERSON SPECIFICATION**

**Job Title:**  Head of Education

Reports to: Vice Principal

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the Employment Application Form and any supporting statement(s).

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|  | **Essential**  | **Desirable**  |
| **Education and** **Qualifications**  | * Educated to Degree Level.
* Relevant Teaching Qualification with Qualified Teacher Status.
* Evidence of continuing professional development
* IT skills
 | * Ofsted Inspection Training.
* Teach-Teach or similar training.
* Safer Recruitment Training.
* Safeguarding Training to a high level / DSL
* Spreadsheet and excel
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| **Job Experience and knowledge**  | * Demonstrable experience within a teaching role.
* Excellent understanding and knowledge of the Education Sector.
* Experience of devising effective evaluation processes within a school environment.
* An excellent understanding of child protection and its importance within the school.
* Demonstrable experience of line management of staff including their performance management.
* Ability to form working relationships with people at all levels.
* Experience in conducting learning walks, lesson observations, work scrutiny, book scrutiny, appraisals and chairing meetings
 | * Head of Department experience.
* Experience of leadership in a good or outstanding school.
* Experience of working in a residential school.
* Experience of using iSAMS and/or CPOMs - database or similar.
* Experience of Managing a team
* Experience of teaching SEMH, ASC, MLD
* Primary and Secondary experience.
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| **Skills/Abilities &** **Competencies**   | * Ability to think strategically in order to set aims and objectives for the Education Team with the Principal / Vice Principal.
* A good problem solver, able to provide pragmatic solutions to complex problems.
* Well organised and able to prioritise a complex workload.
* Ability to communicate effectively and foster collaborative working styles and relationships.
* Ability to make realistic and workable judgements.
* Be proactive and self-motivated.
* Ability to respond to varied needs/work pressure in order to meet deadlines.
* Proficient in the use of MS Office applications, email and the Internet.
* Excellent organisational skills and ability to work to a high degree of accuracy.
* Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities.
 | * Child safeguarding responsibility in a previous role.
* Good understanding of GDPR legislation and how that should be adhered to within a school environment.
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| **Personal** **Attributes**  | * Ability to use discretion and willingness to maintain confidentiality on all school matters.
* Excellent communication skills at all levels including use of tact and sensitivity.
* Ability to use initiative and empathy.
* Excellent interpersonal and customer service skills.
* Commitment to Continued Professional Development.
* Flexibility and willingness to meet the needs and requirements of the role.
* Resilient, task focussed, child focussed
* High expectations and driven to produce positive results,
 | * Empathetic
* Caring
* Understanding of the need to work above and beyond and step in/up as required.
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