

## Head of Department Person Specification

	Essential	Desirable
<b>General</b>		
• Enthusiasm and excellent sense of humour	✓	
• Ability to work well under pressure	✓	
• Time management and organisation	✓	
• Creativity and imagination	✓	
• Excellent relationships with students	✓	
• Willingness to learn	✓	
• Effective communication with students, staff and parents	✓	
• Willingness to lead and take part in extra-curricular commitments	✓	
<b>Professional standards</b>		
• A relevant degree	✓	
• Qualified teacher status	✓	
• Experience of some management/leadership role tasks in at least one relevant subject		✓
<b>Learning and teaching</b>		
• Effective classroom management with high expectations of students	✓	
• Effective use of ICT in lessons to support learning	✓	
• Effective use of a wide range of learning styles and recognition of individual learning needs	✓	
• Effective use of praise and rewards	✓	
• Effective use of monitoring and the use of target setting to inform teaching and learning	✓	
• Effectively use of assessment for learning to enhance progress and encourage student to take responsibility for their own learning	✓	
<b>Continuing professional development</b>		
• Evidence of participating in relevant and recent CPD	✓	
• Potential and ambition for further career development		✓
• Undertaken CPD specific to leading / managing a department		✓
<b>Leadership Qualities</b>		
• Ability to lead and inspire others	✓	
• Ability to monitor, manage and support staff in the department	✓	
• Ability to monitor student progress and develop intervention strategies where needed	✓	
<b>Pastoral</b>		
• An awareness of safeguarding procedures and responsibilities	✓	
• Carry out the role of form tutor in line with school policy	✓	
• Work in partnership with the pastoral team and SENDCo regarding students in your classes	✓	