



Head of Department Person Specification

Essential Criteria:

Qualifications and Experience

- Graduate with Qualified Teacher Status
- Willingness to teach to GCSE and post-16 level as required
- Experience of, or readiness for, subject leadership
- Clear understanding of the role of a Head of Department
- Experience of working effectively with colleagues in a school to instigate change

Track Record and Achievement

- A clear track record of achieving examination success with students of all abilities and backgrounds
- Evidence of commitment to own and colleagues' professional learning
- Proven record of raising standards with all ability levels

Knowledge and Skills

- Understanding of and commitment to safeguarding and promoting the welfare of children
- Knowledge of safeguarding procedures and child protection
- Able to form and maintain appropriate relationships and personal boundaries with students
- Knowledge and understanding to equality, diversity and inclusion
- Knowledge of the National Curriculum and GCSE syllabuses
- Knowledge of a range of teaching strategies
- Understanding of assessment for learning and ability to use assessment data to inform teaching and improve outcomes
- Experience of curriculum planning and sequencing
- Experience of working with others to develop teaching and learning innovations
- Experience of data analysis and target setting
- Knowledge of how literacy can be built into the curriculum
- Good ICT skills and ability to use ICT to enhance teaching

Leadership and Management

- Ability to lead a team and be effective

Personal Qualities

- Enthusiasm for teaching
- Commitment to equality, diversity and inclusion
- Commitment to positive behaviour approach
- High expectations of students and a commitment to inclusive practice
- Strong organisational, time management, communication, interpersonal, and leadership skills
- A positive attitude to change
- The willingness to listen to and support colleagues and students
- A sense of humour and a sense of proportion
- Good team member
- Willingness to take responsibility and to display initiative
- Possess personal integrity, warmth, and a willingness to grow and learn

Desirable Criteria:

Qualifications and Experience

- Degree in the relevant subject

Vision and Understanding

- A vision for the ideal curriculum
- An interest in and understanding of how children learn
- Ability to focus on children's learning in devising teaching schemes and in working with colleagues on their teaching

Quality Assurance

- Experience of school self-evaluation
- Experience of Quality Assurance procedures

Wider contribution

- Willingness to contribute to the wider life of the school (e.g., extra-curricular activities, whole-school initiatives)
- Understanding of current educational priorities and challenges

Budget and Resources

- Experience of budget management
- Experience of managing resources effectively