

Person Specification – Head of Department

While it is not expected that all prospective candidates will possess *all* of these skills and attributes prior to taking up post, they should be able to demonstrate clearly where their experiences, qualities or values align with these attributes over the entire selection process. Where a quality is not met, the panel will be confident that the successful candidate has the capacity to meet it with support and experience.

Area	Quality	Essential	Desirable
Qualifications	Possess a good degree.	✓	
	Possess Qualified Teacher Status.	✓	
	Evidence of recent relevant continuing professional development.	✓	
Experience	Experience of teaching the subject across the age range, including GCSE; Experience of successfully implementing strategies for raising achievement and achieving excellence for students;	~	~
	Experience of high quality curriculum development in the subject area to maximise participation and strengthen progress and achievement for all students; Experience of working with others to develop teaching skills;	*	
	Experience of organising department documents, plans of data analysis, target setting, monitoring, evaluation and review.	•	✓
Knowledge and Understanding	to their subject;	~	
	Make informed use of research and inspection findings; Apply good practice to and from other subjects and areas;	~	•
	Make effective use of subject-specific resources;	~	
	Ensure pupils are well prepared for any tests and examinations in the subject; Demonstrate a good knowledge and understanding of current educational issues relating to the specialist subject areas - including policy, legal frameworks, wider development in curriculum and assessment;	~	
	Demonstrate thorough knowledge and understanding of effective practices to safeguard children; Demonstrate a sound knowledge and understanding of how to promote equalities and ensure inclusive teaching and learning Practices	*	
	Teach successfully across the age and ability range, setting standards and providing a role model for pupils and other staff, in the teaching and learning of the subject; Have high expectations for pupils, setting realistic but challenging targets engendering students enthusiasm	~	
	about the subject and their motivation to continue with their studies post 16.	~	



		✓	
Personal and	Devolve responsibilities and delegate tasks, as appropriate;	✓	
Professional	Seek advice and support when necessary;	✓	
Qualities and attributes	Be willing to inspire, challenge, motivate and empower a team of teachers to believe in a vision of excellence;	✓	
	Promote individual teachers and nurture a team that contributes to the improvement of the school and its development;	✓	
	Build and maintain effective relationships with staff, students and parents;		
	Manage change to empower individuals;	•	
	Be willing to listen and reflect on feedback from others - colleagues, student and governors;	~	
	Have the ability to think creatively to anticipate and solve problems;	✓	
	Be eager to collaborate and network with other professionals within and beyond the school;	✓	
	Be committed to setting and achieving ambitions and targets;	✓	
	Have experience in managing efficiently and effectively at an operational level;		
	Be proficient in the use of ICT and have a commitment to maximise benefits of new technologies.	•	*
Communication skills	Communicate effectively, orally and in writing, with the headteacher, other staff, pupils, parents, governors, external agencies and the wider community, including business and industry; Negotiate and consult effectively;	✓	
	Ensure good communication with, and between, staff who teach and support the subject;	./	
	Chair meetings effectively.	*	
Self-management	Prioritise and manage their own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development; Achieve challenging professional goals;	Y	
	Take responsibility for and show a willingness towards furthering their own professional development, including participation in school INSET;	Y	
	Have good attendance and punctuality	•	
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