

Person Specification

**Job Title:** Head of Department

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|  | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| A strong and secure subject knowledge in MFL French up to GCSE | ✔ |  |
| A strong and secure subject knowledge in MFL German/Spanish |  | ✔ |
| Good understanding of your subject secondary curriculum, Key Stage 3 to Key Stage 4 | ✔ |  |
| Knowledge of current issues facing subject departments | ✔ |  |
| A record of appropriate and continuing CPD | ✔ |  |
| Good understanding of school improvement and Ofsted inspection programmes | ✔ |  |
| Knowledge of departmental monitoring and tracking systems and their role in securing improvement | ✔ |  |
| Ability to provide clear evaluation and strategies for improvement for leadership teams and departments | ✔ |  |
| Ability to use Raise Online and other data to analyse and evaluate school/departmental performance |  | ✔ |
| Knowledge of Ofsted inspection framework and Evaluation Schedule |  | ✔ |
| Good understanding and knowledge of current examination specifications | ✔ |  |
| Ability to offer advice on school-based assessments and on examination preparation for examinations | ✔ |  |
| Able to assess school-based assessments accurately and identify strategies for improvement | ✔ |  |
| Experience of exam board marking |  | ✔ |
| Knowledge and understanding or marking criteria and using experience of this to support departmental colleagues |  | ✔ |
| **Qualifications** |  |  |
| Degree in relevant subject | ✔ |  |
| Qualified Teacher Status | ✔ |  |
| Masters degree in relevant subject or Education / further study |  | ✔ |
| Evidence of involvement in relevant CPD |  | ✔ |
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| **Experience** |  |  |
| Experience of leading or supporting leadership of a department or providing support to a school/department | ✔ |  |
| Successful experience of teaching at all key stages | ✔ |  |
| Evidence of managing and leading a new initiative across a department or whole school | ✔ |  |
| Evidence of involvement in transformational change within a department |  | ✔ |
| Outreach work / supporting a department in challenging circumstances |  | ✔ |
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| **Skills** |  |  |
| To be able to demonstrate high quality teaching | ✔ |  |
| An outstanding classroom practitioner with a clear direction and vision for teaching and promoting the subject across the Academy | ✔ |  |
| Outstanding relationships with students and staff members which promotes excellent classroom discipline and attainment | ✔ |  |
| Able to deliver bespoke CPD to colleagues and trainees |  | ✔ |
| To be able to analyse and review data and provide feedback and high quality reports | ✔ |  |
| To be able to develop intervention strategies that bring about rapid improvement | ✔ |  |
| Able to work flexibly and under pressure | ✔ |  |
| Able to provide clear strategies for improvement, following analysis/review of data and/or performance | ✔ |  |
| To be able to provide resources for departments | ✔ |  |
| Develop and deliver clear examination and intervention work | ✔ |  |
| Experience of working in one or more areas:  • KS4 intervention work  • Whole school programmes  • Developing KS3 as a foundation for KS4 work |  | ✔ |