



PERSON SPECIFICATION – Head of Department

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Degree and Qualified Teacher Status | ✓ | |
| Enhanced DBS | ✓ | |
| Ongoing CPD portfolio | ✓ | |
| Further degree or diploma | | ✓ |
| Experience, skills and knowledge | Essential | Desirable |
| Evidence of success in leading a team initiative in education | ✓ | |
| Experience in effectively deploying and managing staff | ✓ | |
| Evidence of raising achievement | ✓ | |
| Excellent communication skills | ✓ | |
| Evidence of effective finance and resource management | ✓ | |
| A clear commitment to extended learning | ✓ | |
| A tangible passion and enthusiasm for education | ✓ | |
| A keen interest in developing teaching in an innovative and creative way | ✓ | |
| A proven track record of excellence in the classroom | ✓ | |
| Experience of working with other teachers and professionals to extend their understanding and effectiveness | ✓ | |
| Outstanding subject knowledge in your subject area | ✓ | |
| Secure understanding of what is required to secure effective teaching and learning | ✓ | |
| Sound understanding of the strategies which help to raise pupils' attainment | ✓ | |
| Knowledge and experience of harnessing the impact of new technologies | ✓ | |
| Ability to use ICT effectively to support your professional role | ✓ | |
| An understanding of performance and contextual data as tools for improving standards of pupil achievement | ✓ | |
| An understanding of up-to-date educational development nationally | ✓ | |
| Team leadership experience in schools | | ✓ |
| Experience of leading an aspect of whole-school development | | ✓ |
| Experience of teaching in more than one secondary school | | ✓ |
| An understanding of emotional literacy and developments to support learning and teaching, e.g. SEAL | | ✓ |



| Personal qualities | Essential | Desirable |
|---|-----------|-----------|
| Be a team player | ✓ | |
| Ability to motivate and inspire staff and pupils | ✓ | |
| Ability to use tact, diplomacy, sensitivity and good humour | ✓ | |
| Ability to understand others and create trust | ✓ | |
| Ability to coach colleagues to improve their performance | ✓ | |
| Effective written and spoken communication | ✓ | |
| Ability to demonstrate personal and emotional resilience when working in a range of challenging situations | ✓ | |
| Ability to work under pressure and determination to succeed | ✓ | |
| Active participation in school developments, such as extra-curricular activities / educational visits / out-of-hours learning | ✓ | |
| Commitment to safe-guarding and promoting the welfare of children and young people | ✓ | |
| Willingness to undergo appropriate checks including enhanced CRB checks | ✓ | |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓ | |
| Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | ✓ | |
| Seeking an opportunity to gain experience to contribute in a wider leadership role | | ✓ |