

Head of Department – Person Specification

FACTORS	Essential	Desirable
Qualifications and Training		
1. To be a qualified teacher.		
2. To have a degree or equivalent.		
3. To have undertaken relevant professional development		
Professional Skills and Experience		
1. Proven excellent classroom teaching and examination success.		
2. Experience of teaching across KS3-KS5.		
3. Experience of management and leadership responsibilities with a proven track record of success and improvement.		
4. Experience of the line management of staff		
5. Managing change, creativity and innovation.		
6. Responding to the views of staff, pupils, parents and the community.		
7. Developing strategies for raising achievement, achieving excellence and improving standards of teaching and learning in the classroom.		
8. Leading, taking part in and building successful teams.		
9. Experience of contributing to extra-curricular experiences		
10. Experience of target setting and development planning.		
11. Ability to analyse data to both evaluate school effectiveness and lead to school improvement.		
Knowledge and Understanding		
1. Quality in educational provision.		
2. Effective behaviour management strategies.		
3. Awareness of challenges in a three-tier education system and how to work with middle school colleagues to secure successful transitions.		
4. Recent curriculum developments, changes and potential impact.		
5. Knowledge of the SEN Code of Practice.		
6. Ability to have an input in personalising the curriculum in order to meet the needs of all students.		

Abilities		
1. The ability to work collaboratively with colleagues.		
2. The ability to lead and motivate students and staff, setting high standards and providing a focus for improvement.		
3. The ability to foster an open, fair, equitable culture and manage conflict.		
4. The ability to prioritise, plan and organise yourself and others.		
5. To make decisions based upon analysis, interpretation and understanding of relevant data and information.		
6. The ability to deliver effective CPD to staff based on up-to-date research and best practice.		
Commitment		
1. Safeguarding and promoting the wellbeing of students and staff.		
2. Equal opportunities in the widest context.		
3. Inclusion and the right for all to fulfil their potential.		
4. Developing the role of parents as partners in their children's education.		
5. The development of the professional effectiveness of all staff.		
6. Maintain confidentiality and adhere to the Nolan principles		
Personal Qualities		
1. Adaptable to change and emerging needs.		
2. Energy, enthusiasm and determination.		
3. Ability to lead by example and contribute to the wider life of the school.		
4. Sound judgment.		
5. Commitment, reliability and integrity.		
6. Creativity, innovation and the ability to inspire and solve problems.		
7. Learner centred.		
8. Excellent written and communication skills.		
9. Ability to work under pressure and manage time effectively.		
10. Professionally curious and committed to continuous self-development.		

Prepared by L Tibbs – April 2025