**Ullswater Community College**

# **Person specification: Head of Department**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | | |
| * Relevant subject degree or equivalent | 🗸 |  |
| * Qualified teacher status | 🗸 |  |
| **Experience** | | |
| * Experience of working and leading within a relevant subject department | 🗸 |  |
| * Experience of supporting colleagues in the continued development of effective teaching and learning strategies | 🗸 |  |
| * Proven leadership and people management skills | 🗸 |  |
| * Experience of working in the 11-18 sector |  | 🗸 |
| * Understanding and experience of examination entry and procedures and administration |  | 🗸 |
| **Knowledge and skills** | | |
| * Excellent oral and written communication skills | 🗸 |  |
| * Current knowledge of the trends in curriculum change and development in subjects in the curriculum area | 🗸 |  |
| * High level of data management, analysis and target setting skills | 🗸 |  |
| * Understanding of the role of Head of Department in relation to monitoring, evaluation and review | 🗸 |  |
| * Knowledge of the H&S requirements of the curriculum area | 🗸 |  |
| **Aptitudes** | | |
| * High levels of personal integrity | 🗸 |  |
| * Ability to listen and reflect | 🗸 |  |
| * Excellent organisational and time-management skills | 🗸 |  |
| * Attention to detail | 🗸 |  |
| * Ability to work under pressure and remain calm | 🗸 |  |
| * Proactive and able to prompt others to ensure deadlines are achieved | 🗸 |  |
| * Self-motivated and enthusiastic | 🗸 |  |
| * Ability to work independently and within a team | 🗸 |  |
| * Adaptability | 🗸 |  |
| * Passionate about education and young people | 🗸 |  |
| * Evidence of commitment to professional development | 🗸 |  |