**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
 | 🗸 |  |