

## PERSON SPECIFICATION

**Post:** **Head of Department**

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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### 1. Educational Standard/Qualifications

<ul style="list-style-type: none"> <li>University educated in the relevant degree (or similar) + PGCE</li> </ul>	E	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>QTS Status.</li> </ul>	E	Application form
<ul style="list-style-type: none"> <li>Management / Leadership qualification</li> </ul>	D	Application form and evidence of qualification

### 2. Experience

<ul style="list-style-type: none"> <li>Experience of teaching KS4</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>Experience of teaching vocational courses</li> </ul>	D	Interview
<ul style="list-style-type: none"> <li>High quality teaching/learning skills</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>Proven success in raising achievement</li> </ul>	E	Interview
<ul style="list-style-type: none"> <li>Experience as an excellent classroom practitioner</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Infectious enthusiasm for subject/s and teaching</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Evidence of leading, supporting and managing others to obtain high quality performance</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Leading the professional development of staff</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Commitment to extra curricular activities</li> </ul>	D	Application form/interview
<ul style="list-style-type: none"> <li>Ability to recognise strengths and weaknesses and an interest in own personal development.</li> </ul>	E	Application form/Interview
<ul style="list-style-type: none"> <li>Well organised</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>An enthusiasm for supportive pastoral care</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Able to motivate children and set high standards</li> </ul>	E	Application form/Interview
<ul style="list-style-type: none"> <li>Experience of target setting and strategic planning regarding student progress</li> </ul>	E	Application form/interview

### 3. Knowledge

<ul style="list-style-type: none"> <li>Knowledge of ICT</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Knowledge of recent educational developments</li> </ul>	E	Application form/interview
<ul style="list-style-type: none"> <li>Knowledge of safeguarding procedures</li> </ul>	E	Application form / interview

#### 4. Personal Qualities / Skills

• Ability to manage, to work calmly under pressure, prioritise and to meet deadlines	E	Interview/reference
• Having a vision for future Academy development	D	Interview
• Develop effective teamwork	E	Application form/interview
• Excellent communication skills	E	Application form/interview
• Willing and able to deal with detail/complex matters	E	Interview
• Able to promote diversity and equality of opportunity	E	Interview
• Manage conflict	E	Interview
• Ability to work flexibly and adapt to meet the changing demands and circumstances	E	Application form/interview
• Full valid driving licence	D	Application form

#### 5. Commitment and Behaviours

• Demonstrate commitment to all members of the Academy community	E	Application form/interview
• Robust approach to conflicting and heavy demands	E	Application form/interview
• Convey personal enthusiasm and commitment	E	Interview
• Commitment to extension and enrichment activities	D	Application form/interview

#### For Information:

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.