

## Person Specification

### Job Title: Head of Department

Selection Criteria	Assessment Method
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Degree or equivalent</li> <li>Evidence of further professional development.</li> </ul>	Application form Certificates
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Successful teaching and curriculum experience</li> <li>Experience teaching at A level</li> <li>Evidence of a commitment in promoting high standards and success in all aspects of your subject</li> <li>Experience of high quality curriculum development to maximise participation, and strengthen progress and achievement for all students</li> <li>Experience of organising department documents, plans of data analysis, target setting, monitoring, evaluation and review</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>Completion of Middle Leadership training or other leadership qualification</li> <li>Experience of negotiating and influencing others</li> <li>Experience of leading, managing and developing a team</li> </ul>	Application form Personal statement References Lesson observation Interview
<b>Professional Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Sound understanding of your subject's curriculum</li> <li>Knowledge and understanding of national curriculum and educational developments</li> <li>Knowledge of best practice and procedures for safeguarding children and young people.</li> </ul>	Personal statement References Lesson observation Interview
<b>Professional Qualities</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Committed to the development and maintenance of good relationships with staff, students, parents, governors and the community.</li> <li>Committed to driving the continuing professional development of self and others within the department</li> <li>Demonstrates flexibility appropriate to circumstances</li> <li>Communicates enthusiasm and energy</li> <li>Committed to inclusive education</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>A sense of humour</li> </ul>	Personal statement References Lesson observation Interview
<b>Skills and Aptitudes</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Ability to lead change positively, engaging staff throughout the process</li> <li>Ability to conduct and chair meetings effectively, leading to clear actions and progress</li> <li>Able to plan and organise effectively, meeting all deadlines</li> <li>Ability to evaluate departmental priorities and delegate where appropriate</li> <li>Well-developed oral and written communication skills, including the ability to manage difficult conversations with all stakeholders</li> <li>Ability and willingness to take part in extra-curricular activities</li> <li>Excellent problem-solving skills.</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>Ability to use ICT effectively to drive teaching and learning</li> <li>Ability to use data and assessment to raise achievement</li> </ul>	Application form Personal statement References Lesson observation In-tray exercise
<b>Other</b>	
<p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>A UK driving licence</li> <li>Ability to drive a minibus</li> </ul>	Application form ID at interview