

PERSONAL SPECIFICATION

Head of Sixth Form

Assessed at: Application (A), Interview (I), Reference (R)

Criteria		Essential	Desirable	Assessed at
Qualifications	• Qualified Teacher Status (QTS)	x		A
	• Honours Degree	x		A
	• Higher Degree		x	A
	• Evidence of continuing professional development.	x		A,I
	• Minimum of 4 years' teaching experience at secondary level, including Sixth Form within the last 2 years	x		A,I
Previous Work Experience	• Be a consistently good/outstanding teacher at both KS4 and 5	x		IR
	• Successful experience of bringing about change in a logical and technically sound manner which was acceptable to the interested parties.	x		AIR
	• Experience of leading successful whole school initiatives		x	AIR
	• Understanding of data with proven strategies for raising achievement and monitoring students' academic progress.	X		Ai
	• Strategies for ensuring inclusion, diversity and access	x		I,R
	• Manage the relationship between performance management, CPD and sustained school improvement		x	A,R
	• Experience of self evaluation	x		A
	• The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance, poor behaviour and poor attendance	x		AIR
	• Evidence of working with other agencies		x	AI
	• Experience and involvement of pastoral related matters.	x		AI
	• Experience of working with SEND students beyond the classroom		x	AI
Other Qualities	• Inspire, challenge, motivate and empower others to carry the vision forward	x		AI
	• Model the values and vision of the school	X		AIR
	• Demonstrate personal enthusiasm for and commitment to the learning and school improvement process	x		AIR
	• Develop, enthuse, empower and sustain individuals and teams	x		AIR

	<ul style="list-style-type: none"> • Prioritise, plan and organise themselves and others 	X		AIR
	<ul style="list-style-type: none"> • Think creatively to anticipate and solve problems 	X		AIR
	<ul style="list-style-type: none"> • Personal 'presence' and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour 	X		AIR
	<ul style="list-style-type: none"> • Drive, energy, commitment, proven capacity for hard work and 'willingness to go the extra mile', capacity to manage own work pressure and that of others effectively 	X		AIR
	<ul style="list-style-type: none"> • Proven ability to work as a team member 	X		AR
	<ul style="list-style-type: none"> • Record of good health and attendance 	X		R
	<ul style="list-style-type: none"> • Personal integrity 	X		AIR
	<ul style="list-style-type: none"> • Ability to develop and maintain good working relationships with students, teaching and non-teaching colleagues, parents, SGB and others associated with the school 	X		I
	<ul style="list-style-type: none"> • Ability to mediate, arbitrate and negotiate in appropriate circumstances 	X		I
	<ul style="list-style-type: none"> • Good presentation skills and ability to motivate stakeholders 	X		AIR
	<ul style="list-style-type: none"> • Ability to communicate effectively with different audiences, orally and in writing 	X		AIR
	<ul style="list-style-type: none"> • Excellent time management skills and capacity to prioritise effectively 	X		AIR