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|  | Specification for the post of  **SUBJECT LEADER FOR ICT/COMPUTER SCIENCE & BUSINESS STUDIES**  **WOODCHURCH HIGH SCHOOL**  **CHURCH OF ENGLAND ACADEMY** | *Employee Specification Form*  *M23* |

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| **Personal Attributes** | | | | |
|  | **Essential** | | **Desirable** | |
|  | **Attribute** | **Stage Identified** | **Attribute** | **Stage Identified** |
| **Qualifications** | * Good Honours Degree in appropriate subject * Qualified Teacher Status * Recent participation in relevant professional development * DBS Clearance and Satisfactory references. * PGCE/QTS in Secondary phase | L,F,R |  | L,F,R |
| **Experience** | * Successful experience of leading an ICT department. * Proven track record as an outstanding classroom teacher. * High level skills in data handling and analysis. * Presenting effectively to varying groups/audiences. * Effective team leadership, initiating change. * Record of outstanding achievement in results, student progress and classroom teaching. * Experience/ coaching and school improvement * Experience in delivering extra curricular participation and performances | L,F,R,I | * Experience of partnership working * Experience of leading staff in key aspects of school improvement or monitoring and evaluation * Involvement in cross curricular, whole school activities * Experience of leading training/development within school and externally | L,F,R,I |
| **Knowledge and Skills** | * Be able to promote a learning culture which embraces new teaching strategies and promotes skills development among students. * Have effective team leadership and management. * Evidence of raising achievement in your present post. * Have evidence of recent CPD relevant to a leadership post. * Possess excellent leadership and management skills with the ability to inspire, lead and work in a variety of teams. * Understand how students learn and how to raise standards of achievement. * Good knowledge and understanding of current educational thinking. * Possess a positive approach to school improvement and excellence and have high expectations of yourself and others. * Be an excellent communicator. * Have excellent organisational skills. * Lead by example and challenge underachievement effectively through support and accountability dealing sensitively to resolve conflicts and problems. | L,I,F |  |  |
| **Personal Qualities** | * Self awareness (emotional self awareness, accurate self-assessment, self confidence). * Social awareness (empathy, organisational awareness, service awareness). * Self management (emotional self-control, transparency, adaptability, achievement orientation, initiative, optimism). * Relationship management (developing others, inspirational leadership, change catalyst, influence, conflict management, team work and collaboration). | Selection Process |  |  |
| **Special**  **Requirements** | * Ability to relate to and promote the Christian ethos of the school. * To follow the School’s Child Protection and Safeguarding procedures. * Willingness to undertake training as required. * Excellent attendance and punctuality. * Ability to work under pressure and meet deadlines. * Commitment to raising of standards and achievement. * Potential for further career development and progression. * Ability to be able to work effectively as a form teacher and to support the development of pastoral work within school * Ability to work with other curriculum areas to develop extra curricular opportunities * Excellent communication skills * Excellent Team Player * Stamina, resilience and optimism * Loyalty & humour | L,F,R,I | * Ability to contribute to CPD, coaching and mentoring | I |

Signed.......................................................................... KEY: F=FORM, L=LETTER, I=INTERVIEW, R=REFERENCE, P=PORTFOLIO