

Head of Department - Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Qualified teacher status	✓		A
Good honours graduate	✓		A
Commitment to personal/professional development	✓		A/I
Commitment to undertake (if not already secured) Masters degree	✓		A
Leadership Pathways or other recognised management qualification	✓		A
Commitment to undertake NPQSL		✓	A/I

Experience	Essential	Desirable	Assessment
Proven track record of outstanding classroom practice	✓		A/I/R
Evidence of successful middle leadership role	✓		A/I
Experience of successfully leading a whole school initiative	✓		A/I
Experience of contributing to effective professional development of staff	✓		A/I
Experience of a senior role in a school	✓		A/I
Involvement in whole school training initiatives related to school improvement	✓		A/I
Experience of conducting performance management	✓		A
Experience of working with external agencies		✓	A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Clear understanding of effective and innovative T&L strategies	✓		A/I
Clear understanding of the secondary curriculum and its assessment	✓		A/I
Knowledge of Every Child Matters	✓		A/I
Knowledge of the principles of inclusion	✓		A/I
Knowledge of effective up to date learning, teaching and student support systems	✓		A/I
Ability to use assessment data to inform planning and set targets	✓		A
Understanding of the OfSTED Framework	✓		A
Understanding of quality assurance systems	✓		A
Knowledge of the regulations surrounding safeguarding	✓		A/I
Understanding of the use of ICT in the strategic leadership and management of a school		✓	A

Teaching and Learning	Essential	Desirable	Assessment
Commitment to and ability to raise achievement for all	✓		A/I/R
Proven track record of raising academic standards and delivery against targets and national benchmarks	✓		A/I/R
Proven track record of improving teacher performance	✓		A/I/R
Commitment to ensuring excellent standards of behaviour at all times	✓		A/I/R

Experience of monitoring and evaluating classroom practice through regular observations	✓	A/I
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Leadership	Essential	Desirable	Assessment
Ability to lead, provide vision and command respect	✓		I/R
Highly motivated and able to motivate and inspire staff and students	✓		A/I/R
Ability to delegate responsibility and provide a focus for improvement	✓		I
Ability to innovate, manage change and evaluate its impact	✓		A/I
Excellent problem solving skills	✓		A/I
Exemplary role model for staff and students	✓		I
A student centred approach	✓		I
Innovatory approaches to leadership and management of teaching and learning	✓		A/I
Ability to work as part of a team and contribute to setting the strategic direction of the Academy	✓		I/R
Ability to generate ideas and drive initiatives	✓		A/I
Ability to represent and be an ambassador for the Academy externally	✓		I

Personal Qualities	Essential	Desirable	Assessment
Personal impact and presence which inspires others	✓		I/R
Positive and energetic approach towards work	✓		I/R
Tenacious and able to pursue matters to a close	✓		I/R
High level of oral and written skills	✓		A/I
Excellent interpersonal skills	✓		I
High expectations of self, students and colleagues	✓		I
Ability to be reflective and self-critical	✓		A/I
Calm and focussed under pressure	✓		I

A = Application

I = Interview

R = Reference