

PERSON SPECIFICATION

Head of Faculty

Qualities and Attributes	Essential	Desirable	Evidenced by
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Qualifications and Training			
First degree or equivalent.	✓		Application
Qualified teacher status.	✓		Application
Attendance at courses/activities which show recent professional development.	✓		Application

Experience			
At least 5 years highly successful teaching experience.		✓	Application
Evidence of successful organisation and administration.	✓		Application / interview
Successful experience of bringing about change and school improvement		✓	Application / interview
Teaching consistently good/excellent	✓		Application / interview
Leading Teaching and Learning initiatives and/or intervention strategies	✓		Application / interview
Working with students on the development of study skills.	✓		Application / interview
Evidence of leading and supporting colleagues successfully	✓		Application / interview
Evidence of positive impact on student achievement beyond own classroom	✓		Application / interview

Personal Qualities			
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.	✓		Interview
Leadership skills e.g. ability to influence positively and provide a structure for others in formulating policy, solving problems and implementing decisions effectively; caring and approachable; capacity to motivate and inspire colleagues.	✓		Application / interview
Personal ‘presence’ and confidence; warmth and empathy; flexibility and maturity of approach; enthusiasm and sense of humour	✓		Application / interview
Proven ability to work as a team member.	✓		Application / interview
Pragmatically optimistic.	✓		Application / interview
Resilience	✓		Application / interview

Interpersonal Skills			
Ability to develop and maintain good working relationships with students, teaching and non-teaching colleagues, parents, governors and others associated with the school and its community	✓		Interview
Ability to mediate, arbitrate and negotiate in appropriate circumstances.	✓		Interview
Good presentation skills and ability to motivate students.	✓		Application / interview
Treat others, adult or child, with dignity, respect and professionalism	✓		Interview
Ability to give a calm and reasoned response to provocative or upset students, colleagues or others	✓		Interview
Communicate with integrity and honesty	✓		Interview

Job-related Aptitudes, Skills and Knowledge			
Ability to communicate effectively with different audiences, orally and in written or electronic media.	✓		Application / interview
Knowledge of how to keep students safe from extremism and radicalisation	✓		Application / interview
Management skills, including the ability to successfully build teams; motivate others; contribute to staff development; delegate; manage time; chair meetings.	✓		Application / interview
Professional approach in dealing with colleagues at all levels	✓		Interview
Manage the learning environment safely and effectively.	✓		Application / interview
Up-to-date knowledge of curriculum developments and changes to the exam system	✓		Application / interview
Understanding of how we can assess student progress in school	✓		Application / interview
Good IT skills.	✓		Application / interview
Ability to interpret data and develop appropriate intervention programmes and strategic responses	✓		Application / interview