

## Person Specification

### Job Title: Head of Department

| <b>Knowledge</b>  | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Good understanding of your subject secondary curriculum, Key Stage 3 to Key Stage 5                             | ✓                |                  |
| Knowledge of current issues facing subject departments  | ✓                |                  |
| A record of appropriate and continuing CPD  |                  | ✓                |
| Good understanding of school improvement and Ofsted inspection programmes                                       | ✓                |                  |
| Knowledge of departmental monitoring and tracking systems and their role in securing improvement                | ✓                |                  |
| Ability to provide clear evaluation and strategies for improvement for leadership teams and departments         | ✓                |                  |
| Ability to use data to analyse and evaluate school/departmental performance                                     |                  | ✓                |
| Knowledge of Ofsted inspection framework and Evaluation Schedule  |                  | ✓                |
| Good understanding and knowledge of current and new examination specifications                                  | ✓                |                  |
| Ability to offer advice on school-based assessments and on examination preparation for examinations             | ✓                |                  |
| Able to assess school-based assessments accurately and identify strategies for improvement                      | ✓                |                  |
| Experience of exam board marking  |                  | ✓                |
| Knowledge and understanding of marking criteria and using experience of this to support departmental colleagues |                  | ✓                |
| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> |
| Degree in relevant subject  |                  | ✓                |
| Qualified Teacher Status  | ✓                |                  |
| Masters degree in relevant subject or Education / further study   |                  | ✓                |
| Evidence of involvement in relevant CPD   |                  | ✓                |
| <b>Experience</b>   | <b>Essential</b> | <b>Desirable</b> |
| Experience of leading or supporting leadership of a department or providing support to a school/department      | ✓                |                  |
| Successful experience of teaching at all key stages   | ✓                |                  |
| Evidence of managing and leading a new initiative across a department or whole school                           | ✓                |                  |
| Evidence of involvement in transformational change within a department  |                  | ✓                |
| Outreach work / supporting a department in challenging circumstances  |                  | ✓                |
| <b>Skills</b>   | <b>Essential</b> | <b>Desirable</b> |
| To be able to demonstrate high quality teaching   | ✓                |                  |
| An outstanding classroom practitioner with a clear direction and  | ✓                |                  |

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|---|---|---|
| vision for teaching and promoting the subject across the Academy  |   |   |
| Outstanding relationships with students and staff members which promotes excellent classroom discipline and attainment  | ✓ |   |
| Able to deliver bespoke CPD to colleagues and trainees  |   | ✓ |
| To be able to analyse and review data and provide feedback and high quality reports   | ✓ |   |
| To be able to develop intervention strategies that bring about rapid improvement  | ✓ |   |
| Able to work flexibly and under pressure  | ✓ |   |
| Able to provide clear strategies for improvement, following analysis/review of data and/or performance  | ✓ |   |
| To be able to communicate with colleagues, parents and students verbally and in writing.  | ✓ |   |
| Develop and deliver clear examination and intervention work   | ✓ |   |
| Experience of working in one or more areas: <ul style="list-style-type: none"> <li>• KS4 intervention work</li> <li>• Whole school programmes</li> <li>• Developing KS3 as a foundation for KS4 work</li> </ul> |   | ✓ |