



HEADTEACHER: Mrs G Wilson

DEPUTY HEADTEACHERS

Mr L Nash

Mr K Ford

## Person Specification: Head of Department

Heads of Department should have Qualified Teacher Status with DfE number, previous experience of teaching in the UK and expertise in the teaching of the subject. The skills and attributes which follow are essential, but not exclusive, to the Head of Department's role.

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Possess a good degree.</li> <li>• Experience of teaching across the full 11 – 18 age range in a maintained school;</li> <li>• Evidence of recent relevant continuing professional development.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of teaching the subject across the age range, including GCSE, AS and A2 level;</li> <li>• Experience of successfully implementing strategies for raising achievement and achieving excellence for students;</li> <li>• Experience of high quality curriculum development in the subject area to maximise participation and strengthen progress and achievement for all students;</li> <li>• Experience of working with others to develop teaching skills;</li> <li>• Experience of organising department documents, plans of data analysis, target setting, monitoring, evaluation and review.</li> </ul>
<p><b>Knowledge and Understanding</b></p>	<ul style="list-style-type: none"> <li>• Command credibility through the discharge of their duties and use their expertise to influence others in relation to their subject;</li> <li>• Make informed use of research and inspection findings;</li> <li>• Apply good practice to and from other subjects and areas;</li> <li>• Make effective use of subject-specific resources;</li> <li>• Ensure pupils are well prepared for any tests and examinations in the subject;</li> <li>• Demonstrate a good knowledge and understanding of current educational issues relating to the specialist subject areas - including policy, legal frameworks, wider development in curriculum and assessment;</li> <li>• Demonstrate thorough knowledge and understanding of effective practices to safeguard children;</li> <li>• Demonstrate a sound knowledge and understanding of how to promote equalities and ensure inclusive teaching and learning</li> </ul>

	<p>practices;</p> <ul style="list-style-type: none"> <li>• Teach successfully across the age and ability range, setting standards and providing a role model for pupils and other staff, in the teaching and learning of the subject;</li> <li>• Have high expectations for pupils, setting realistic but challenging targets engendering students who are enthusiastic about the subject and highly motivated to continue with their studies.</li> </ul>
<p><b>Personal and professional qualities and attributes</b></p>	<ul style="list-style-type: none"> <li>• Devolve responsibilities and delegate tasks, as appropriate;</li> <li>• Seek advice and support when necessary;</li> <li>• Be an excellent classroom practitioner and have a commitment to improving classroom practice;</li> <li>• Be willing to inspire, challenge, motivate and empower a team of teachers to believe in a vision of excellence;</li> <li>• Promote individual teachers and nurture a team that contributes to the improvement of the school and its development;</li> <li>• Build and maintain effective relationships with staff, students and parents;</li> <li>• Manage change to empower individuals;</li> <li>• Be willing to listen and reflect on feedback from others - colleagues, student and governors;</li> <li>• Have the ability to think creatively to anticipate and solve problems;</li> <li>• Be eager to collaborate and network with other professionals within and beyond the school;</li> <li>• Be committed to setting and achieving ambitions and targets;</li> <li>• Have experience in thinking and planning;</li> <li>• Have experience in managing efficiently and effectively at an operational level;</li> <li>• Be proficient in the use of ICT, VLE, and have a commitment to maximise benefits of new technologies.</li> </ul>
<p><b>Communication skills</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively, orally and in writing, with the headteacher, other staff, pupils, parents, governors, external agencies and the wider community, including business and industry;</li> <li>• Negotiate and consult effectively;</li> <li>• Ensure good communication with, and between, staff who teach and support the subject;</li> <li>• Chair meetings effectively.</li> </ul>
<p><b>Self-management</b></p>	<ul style="list-style-type: none"> <li>• Prioritise and manage their own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development;</li> <li>• Achieve challenging professional goals;</li> <li>• Take responsibility for and show a willingness towards furthering their own professional development, including participation in school INSETs;</li> <li>• Have good attendance and punctuality.</li> </ul>