



Ministerium Tuum Imple Love | Serve | Do the best that is possible

Head of Department Person Specification

Essential (E) -Essential to be considered for appointment

Desirable (D)- Beneficial for the successful applicant

How assessed:

AF - Application form

SS - Supporting statement

I – Interview

Criteria	Essential/ Desirable	How assessed
1. Qualifications / Experience		
1. Qualified to degree level or equivalent	E	AF
2. Qualified teacher status	E	AF
3. Holding or in the process of completing other relevant professional qualifications	D	AF
4. Successful experience (including teacher training placement) with pupils in an 11-18 school	D	AF/SS/I
5. An understanding of the diverse learning and social needs of children aged 11-18	D	SS/I

2. Professional knowledge, experience and skills		
Vision and core purpose		
1. Good ambassador for the school with clear values and moral purpose	E	I
2. Ability to contribute to a positive ethos, with emphasis upon high achievement for all	E	I
3. Commitment to going ‘the extra mile’ for pupils in our care	E	SS/I
4. Commitment to the concept of servant leadership	E	SS/I
Specialist Knowledge and Skills		
1. A good understanding of the National Curriculum and a GCSE Syllabus	E	SS/I
2. A sensitive understanding of how children learn	E	SS/I
3. Excellent oral, written and interpersonal skills	E	SS/I
4. A good understanding of how to assess the progress that pupils make in the department	E	SS/I
5. A good understanding of how to lead the planning of effective lessons that engage learners, enable pupils to make outstanding progress	E	SS/I
6. A good understanding of how to support staff with safeguarding issues related to working with children	E	SS/I
7. A good understanding of an A’ Level examination syllabus	D	SS/I
8. Familiarity with ICT systems such as SIMs, Interactive whiteboards and Excel	D	SS/I
3. Personal Attributes		
1. Reliability and determination	E	SS/I
2. Ability to work well as part of a team and individually	E	SS/I

3. Ability to review, evaluate and learn from departmental practice	E	SS/I
4. Commitment to continuous professional development	E	I
5. Ability to take the initiative and respond to change	E	I
6. Ability to be able to relate to and inspire young people	E	I
7. Ability to demonstrate patience and empathy with children and other adults	E	I
4. Leadership and Management		
1. Ability to challenge, influence, motivate and support individuals and the department to attain high goals	E	SS/I
2. Demonstrates a clear expression of Christian leadership and management in approach to managing the department	E	SS/I
3. Ability to analyse, interpret and use data effectively to enable accurate challenge and ambitious target setting	E	SS/I
4. Demonstrates high levels of energy, resilience and an ability to manage workload in order to cope with conflicting demands	E	I
5. Wider engagement and contribution		
1. Ability to build and maintain effective relationships with parents, carers, partners, governors and the community that enhance the education of all pupils	E	I
2. Ability to collaborate and network with other schools	D	SS