

Person Specification

Job Title: Head of Department

| Knowledge | Essential | Desirable |
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| 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 Raise Online and other 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 | | ✓ |
| Qualifications | Essential | Desirable |
| Degree in relevant subject | ✓ | |
| Qualified Teacher Status | ✓ | |
| Masters degree in relevant subject or Education / further study | | ✓ |
| Evidence of involvement in relevant CPD | | ✓ |
| Experience | Essential | Desirable |
| 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 | | ✓ |
| Skills | Essential | Desirable |
| 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 provide resources for departments | ✓ | |
| Develop and deliver clear examination and intervention work | ✓ | |
| Experience of working in one or more areas: <ul style="list-style-type: none"> • KS4 intervention work • Whole school programmes • Developing KS3 as a foundation for KS4 work | | ✓ |