

Job Title: Head of Department

	√	
Good understanding of your subject secondary curriculum, Key Stage 3		
and Key Stage 4		
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 Edexcel 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		
Degree in relevant subject Qualified Teacher Status	✓	
Masters degree in relevant subject or Education / further study		✓
Evidence of involvement in relevant CPD		√
Experience		
Experience of leading or supporting leadership of a department or	√	
providing support to a school/department		
Successful experience of teaching relevant subject 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		
To be able to demonstrate high quality teaching.	✓	
An outstanding classroom practitioner with a clear direction and vision for	✓	
teaching and promoting relevant 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 brings 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		
Develop and deliver resources for examination and intervention work,		✓
Experience of working in one or more areas:		
KS4 intervention work		✓
whole-school programmes;		
developing KS3 as a foundation for KS4 work		