

HEATHCOTE SCHOOL

PERSON SPECIFICATION & ASSESSMENT Head of Department/Faculty

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
Qualifications			
Qualified Teacher Status	✓		A
A degree in a relevant subject	✓		A
Relevant professional development appropriate to a HOD	✓		A
Experience			
At least 3 years' experience as a classroom teacher in a mainstream secondary school	✓		A
Experience of leadership roles within a team including experience of designing and developing resources to support learning and impact on pupil outcomes	✓		A/I
Evidence of working successfully with other colleagues and schools to develop best practice	✓		A/I
Evidence of outstanding learning and teaching ability and successful impact on pupil progress	✓		A/I/T
Experience of robust self-evaluation and development planning linked to this	✓		A/I
Experience of coaching other staff so that their classroom practice develops.	✓		A/I
Evidence of successful department improvement strategies that have impact on narrowing the gap for all	✓		A/I
Evidence of delivering successful whole school CPD in the relevant area	✓		A/I
Skills, Knowledge and Understanding			
A good knowledge and an awareness of developments in the National Curriculum and other statutory requirements at KS3, KS4 and KS5	✓		A/I
A sound understanding of quality first teaching, responsive teaching, planning and assessment for learning	✓		A/I/T
A sound understanding of the processes of school improvement	✓		A/I
Proven administrative and organisational skills	✓		A/I
Ability to communicate effectively and appropriately with both staff and pupils, and to be able to prepare reports, profiles and maintain clear and comprehensive records	✓		A/I
An awareness of the range of strategies to address the differing needs which exist in the mixed ability classroom	✓		A/I/T
An understanding of pedagogical approaches and the impact on progress and achievement	✓		A/I/T
An sound command of data and how to use it effectively to narrow the gap	✓		A/I/T
A familiarity with IT, educational software for use with interactive technologies, and the ability to use it effectively to fulfil data input requirements	✓		A/I/T
A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this	✓		A/I
An ability to reflect on your leadership and work on areas for development to be the best you can be			

An understanding of target setting and action plans	✓		A/I
An understanding of the principles involved in being a successful leader as well as team member including a willingness to support the vision of the Governors and headteacher	✓		A/I
An understanding of the importance of emotional intelligence in managing oneself and others	✓		A/I
High quality oral and written skills	✓		A/I
Personal qualities			
An ability to maintain professional integrity even when under pressure	✓		A/I
The capacity to consistently perform to a high level of success and act as a role model for other professionals	✓		A/I
An ability and desire to work in a high challenge and low threat way	✓		A/I/T
The capacity to form positive learning centred relationships with other professionals	✓		A/I/T
An ability to show resilience and flexibility in a rapidly changing educational landscape	✓		A/I/T
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced CRB check	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

*I - Interview T – Test/Presentation A - Application Form