



## PERSON SPECIFICATION – Head of Department

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Relevant degree</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good honours degree</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ Evidence of successful classroom teaching</li> <li>▪ Proven track record of teaching and motivating all ages and abilities</li> <li>▪ Ability to demonstrate high standards of classroom practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience teaching to AS/A2 level</li> <li>▪ Involvement in working with students in extra curricular activities</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>▪ Child protection training</li> <li>▪ Understanding of recent curriculum developments</li> <li>▪ Able to devise and implement strategies for raising students' achievement</li> <li>▪ Committed to continued professional development</li> <li>▪ Knowledge of National Curriculum</li> <li>▪ Production of resources to aid effective learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to develop relevant use of ICT in the teaching</li> <li>▪ Understanding of current issues in learning</li> </ul>
Skills	<ul style="list-style-type: none"> <li>▪ Exceptional teacher able to lead by example</li> <li>▪ Ability to motivate and encourage students across the age and ability range</li> <li>▪ Ability to work successfully as part of a team, sharing good practice</li> <li>▪ Ability to help manage change</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to use quality assurance systems to evaluate the standards within your department and to modify plans accordingly</li> </ul>
Teaching and learning	<ul style="list-style-type: none"> <li>▪ Willingness to be involved in the mentoring and evaluating the performance of other staff</li> <li>▪ Knowledge and experience of using a wide range of teaching and learning strategies (including successful use of differentiated material)</li> <li>▪ Proper use of assessment data to inform teaching and learning</li> <li>▪ Able to set realistic targets for students' future attainment</li> </ul>	



Teaching and learning cont.	<ul style="list-style-type: none"> <li>▪ Experience of delivering staff training and undertaking professional development of other teachers</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>▪ Ambitious with a clear Professional Development Plan</li> <li>▪ Optimistic and positive</li> <li>▪ Resilience and motivation to lead the department through day-to-day challenges whilst maintaining a clear strategic vision, staying positive and focusing on key priorities</li> <li>▪ Demonstrates enthusiasm and sensitivity whilst working with others</li> <li>▪ Always meets deadlines</li> <li>▪ Innovative and able to stimulate initiative in others</li> <li>▪ Communicates an obvious love for Law and Citizenship and has a strong desire to generate the same attitude in his/her students</li> <li>▪ High personal standards</li> <li>▪ Excellent attendance and punctuality</li> <li>▪ Provide positive and appropriate role model for students</li> <li>▪ Forms and maintains appropriate relationships and personal boundaries with students</li> </ul>	