

## PERSON SPECIFICATION

### Head of Faculty

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications and Training</b>			
First degree or equivalent.	✓		Application
Qualified teacher status.	✓		Application
Attendance at courses/activities which show recent professional development.	✓		Application

<b>Experience</b>			
At least 5 years highly successful teaching experience.		✓	Application
Evidence of successful organisation and administration.	✓		Application/interview
Successful experience of bringing about change and school improvement		✓	Application/interview
Teaching consistently good/excellent	✓		Application/interview
Leading Teaching and Learning initiatives and/or intervention strategies	✓		Application/interview
Working with students on the development of study skills.	✓		Application/interview
Evidence of leading and supporting colleagues successfully	✓		Application/interview
Evidence of positive impact on student achievement beyond own classroom	✓		Application/interview

<b>Personal Qualities</b>			
Drive, energy, commitment, proven capacity for hard work and "willingness to go the extra mile", capacity to manage own work pressure and that of others effectively.	✓		Interview
Leadership skills e.g. ability to influence positively and provide a structure for others in formulating policy, solving problems and implementing decisions effectively; caring and approachable; capacity to motivate and inspire colleagues.	✓		Application/interview
Personal 'presence' and confidence; warmth and empathy; flexibility and maturity of approach; enthusiasm and sense of humour	✓		Application/interview
Proven ability to work as a team member.	✓		Application/interview
Record of good health and attendance.	✓		Application/interview/references
Pragmatically optimistic.	✓		Application/interview
Outside interests.		✓	Application
Resilience	✓		Application/interview

<b>Interpersonal Skills</b>			
Ability to develop and maintain good working relationships with students, teaching and non-teaching colleagues, parents, governors and others associated with the school and its community	✓		Interview

Ability to mediate, arbitrate and negotiate in appropriate circumstances.	✓		Interview
Good presentation skills and ability to motivate students.	✓		Application/interview
Treat others, adult or child, with dignity, respect and professionalism	✓		Interview
Ability to give a calm and reasoned response to provocative or upset students, colleagues or others	✓		Interview
Communicate with integrity and honesty	✓		Interview

<b>Job-related Aptitudes, Skills and Knowledge</b>			
Ability to communicate effectively with different audiences, orally and in written or electronic media.	✓		Application/interview
Knowledge of how to keep students safe from extremism and radicalisation	✓		Application/interview
Management skills, including the ability to successfully build teams; motivate others; contribute to staff development; delegate; manage time; chair meetings.	✓		Application/interview
Professional approach in dealing with colleagues at all levels	✓		
Manage the learning environment safely and effectively.	✓		Application/interview
Up-to-date knowledge of curriculum developments and changes to the exam system	✓		Application/interview
Understanding of how we can assess student progress in school	✓		Application/interview
Good IT skills.	✓		Application/interview
Ability to interpret data and develop appropriate intervention programmes and strategic responses	✓		Application/interview