



South Dartmoor Community College and the Atrium

Head of Department - Person Specification



Criteria	Essential	Desirable	How identified
Qualifications	<p>QTS</p> <p>Good Honours degree or equivalent</p> <p>Recent participation in relevant high level training</p> <p>Relevant leadership development</p>	<p>Participation in NCSL accredited courses</p> <p>Middle Leader training</p> <p>Masters Degree</p>	Application
Background and Experience	<p>Substantial recent and successful teaching experience in a secondary school with KS 3,4 & 5</p> <p>An outstanding classroom practitioner</p> <p>Experience of leading significant department/faculty improvement</p> <p>Experience of leading and managing high performing team</p> <p>Excellent understanding of current, relevant issues and national developments in education</p> <p>Excellent skills in the use of data to evaluate effectiveness and quality of provision and to secure accountability</p> <p>Able to formulate high quality, evidence based, strategic plans to raise standards</p> <p>Experience of improving the quality of teaching and learning</p> <p>Experience of observation, feedback and coaching to improve quality of teaching and learning</p>	<p>Experience of working in a rapidly improving or outstanding school</p> <p>Highly proficient in the analysis and interpretation of data to evaluate effectiveness and develop strategic plans for school improvement</p> <p>Evidence of leading creative and innovative approaches to teaching and learning including the use of IT</p> <p>Experience of using and developing performance management policy and practice to raise standards</p> <p>Experience of tackling underperformance through capability or disciplinary processes</p>	<p>Application</p> <p>Selection Process</p> <p>References</p>
Professional Knowledge and Understanding	<p>Understands the characteristics of high quality teaching, learning and achievement for all students</p> <p>Highly developed understanding of effective pedagogy</p>	<p>Knowledge of a variety of models of leadership</p> <p>Knowledge of ITT training routes and recent experience of leading ITT training and/ or nationally recognised professional development</p>	<p>Application Form</p> <p>Selection process</p>

	<p>Understand the wider characteristics that form a successful and vibrant school</p> <p>Clear understanding of school accountability processes including Performance tables, and Ofsted</p> <p>Thorough knowledge of the professional standards for teachers</p>	and/ or support and assessment of NQTs	
Skills	<p>Able to manage challenging behaviour of students and support colleagues to manage behaviour</p> <p>Ability to initiate, lead and manage change at whole school level</p> <p>Excellent ICT skills and the ability to apply these to educational management</p> <p>Excellent communication skills, confident and motivational public speaker</p> <p>Creative and imaginative thinker, able to anticipate problems and find solutions</p> <p>Excellent organisational skills to meet deadlines and manage workload of self and others</p> <p>Have high expectations of self and others and provide a role model for students and staff</p> <p>Flexible to take on a variety of roles to secure school improvement and build a high performing team</p>	<p>Experience of leading significant whole school improvement projects</p> <p>An inspiring public speaker</p>	<p>Application form</p> <p>Selection process</p> <p>Interview</p>
Personal qualities and attributes	<p>Cares deeply about the success of every child and every member of staff</p> <p>Committed to continuous school improvement</p> <p>Credibility, presence and capacity to provide leadership at middle leader level</p> <p>Able to gain respect of students, parents, staff and governors</p> <p>Awareness understanding and commitment to the protection and</p>		<p>Selection process</p> <p>References</p>

	<p>safeguarding of children and young people</p> <p>Has energy, enthusiasm and optimism</p> <p>Can take difficult decision and manage challenging conversations with inner strength and resilience</p> <p>Open to advice, feedback and professional development</p> <p>High integrity: honest, trustworthy and reliable</p>		
Attitude and values	<p>Shares the Values of the schools TREE</p> <p>Equality of opportunity and inclusivity</p> <p>Creative approach to problem solving</p> <p>Tactful and discreet and upholds and promotes the positive image of the academy at all times</p> <p>Work life balance for themselves and others</p> <p>Values collaboration</p>	An educational philosophy that complements that of the Governing Body and Leadership Team	<p>Letter of application</p> <p>Selection process</p>
Personal presentation	High standards of dress and presentation and high expectations of others		Selection process

Candidates must have a reference from their current Head teacher or equivalent that endorses their outstanding achievements, skills and attributes and recommends them for this position without reservation.

Person Specification prepared by Executive Head teacher, January 2021