

**Head of Department**

**Person Specification**

All criteria are essential

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| **Qualifications:** |
| * Graduate with Qualified Teacher Status
* Ongoing professional development
* Appropriate degree
* Primary level teaching experience
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| **Key Competencies:** |
| * Ability to give clear and strong leadership and support
* Ability to think strategically and successfully implement agreed strategies
* Ability to analyse and solve issues with an eye for detail
* Ability to delegate effectively
* Ability to work effectively with staff, pupils, governors, and parents
* Ability to liaise and work with other heads of department to promote the education of all pupils.
* Ability to use data to promote learning and to set targets appropriate to pupils’ abilities and needs.
* Ability to liaise with outside agencies.
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| **Personal Qualities:** |
| * High levels of drive and energy
* High levels of interpersonal skills
* Commitment to independent education and high pupil expectations
* Ability to contribute to and further develop extra-curricular opportunities within the school
* Ability to set and achieve realistic goals
* Ability to support, motivate and inspire others
* Sense of humour, good listener, positive outlook
* Ability to impose calm.
* Ability to work as part of a team.
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| **Professional Knowledge & Understanding of:** |
| * Special educational needs, code of practice etc.
* Strategies for developing effective teaching/learning.
* Strategies for ensuring excellent behaviour.
* Data analysis and Target Setting.
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