

**PERSON SPECIFICATION FOR THE APPOINTMENT OF HEAD OF DEPARTMENT  
HELLEDON HIGH SCHOOL**

<b>Key Areas of Head of Department</b>	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Qualifications	<ul style="list-style-type: none"> <li>• Graduate with Qualified Teacher Status</li> <li>• Recent relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate degree</li> <li>• A Level teaching experience</li> </ul>
Key competencies	<ul style="list-style-type: none"> <li>• Ability to give clear and strong leadership and support</li> <li>• Ability to think strategically and successfully implement agreed strategies</li> <li>• Ability to analyse and solve complex issues with an eye for detail</li> <li>• Ability to delegate effectively</li> <li>• Ability to work effectively with staff, students, governors, parents and the community</li> <li>• Ability to work with, manage and lead a team of colleagues.</li> <li>• Ability to liaise and work with other middle managers to promote the education of all children.</li> <li>• Ability to use Added Value data to promote learning and to set targets appropriate to pupils abilities and needs.</li> <li>• Ability to liaise with outside agencies.</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• High levels of drive and energy</li> <li>• High levels of interpersonal skills</li> <li>• Commitment to comprehensive education and high student expectations</li> <li>• Ability to reach and justify difficult decisions</li> <li>• Ability to set and achieve realistic goals for staff and for students</li> <li>• Ability to support, motivate and inspire others</li> <li>• Sense of humour, good listener, positive outlook</li> <li>• Ability to impose calm.</li> <li>• Ability to work as part of a team.</li> </ul>	
Professional knowledge and understanding	<ul style="list-style-type: none"> <li>• Special educational needs, code of practice (revised) etc.,</li> <li>• Strategies for school improvement.</li> <li>• Strategies for developing effective teaching/learning.</li> <li>• Strategies for ensuring good behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis and Target Setting.</li> <li>• Knowledge of curriculum changes 14-19.</li> </ul>

<p><b>Constraints</b> (Factors which might prevent an individual carry out the full duties of the post – e.g. unsocial hours, physical constraints, mobility inc. car ownership/use)</p>	<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>	
<p><b>Other Factors</b> (If any)</p>	<ul style="list-style-type: none"> <li>• In line with school performance management criteria, will take responsibility for/be held accountable for, the performance of all subject teachers in this area.</li> </ul>	
<p><b>Prepared by: WPG/SAW</b></p>	<p><b>Date: 17.02.06</b></p>	