

Person Specification

Post:	Head of Department
Responsible to:	Assistant Principal/Director of Personnel
Hours	1265 hours directed time on 195 days per year (if full time)
Working closely with	Other teachers within the curriculum area, group tutors, senior tutors: support staff and relevant staff with cross college responsibilities.

E = Essential

D = Desirable

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

	E	D	Method of Assessment
Qualifications			
Honours degree in a relevant subject from a recognised University either in the UK or overseas.	✓		Application Form and Interview
PGCE or other Level 5 Teaching qualification	✓		Application Form and Interview
Experience & Background			
Successful experience of leading and managing a team within a curriculum area	✓		Application Form and Interview
Experience of strategies to raise achievement	✓		Application Form and Interview
Experience of leading on L, T & A within a curriculum area	✓		Application Form and Interview
Successful teaching experience of Geography at A Level (Level 3)	✓		Application Form and Interview
Successful experience of teaching Geology and / or Environmental Science at A Level		✓	Application Form and Interview
Recent experience of teaching the Geography Edexcel A level specification		✓	Application Form and Interview
Recent experience of teaching the Geology Eduqas A level specification		✓	Application Form and Interview
Experience of education/industry links		✓	Application Form and Interview
Professional Development			
Evidence of continuing professional development	✓		Application Form and Interview
Interest in continuing development of self and other staff	✓		Application Form and Interview
Knowledge and Skills			
Demonstrate an understanding of high quality teaching and effective learning	✓		Application Form and Interview

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Ability to understand and communicate performance data to students, staff and parents	✓		Application Form and Interview
Demonstrate an awareness of the strategies available for improving the learning and achievement of students of all abilities	✓		Application Form and Interview
Experience of developing and implementing Schemes of Work	✓		Application Form and Interview
Ability to review, evaluate, plan and lead by example	✓		Application Form and Interview
Ability to analyse and make balanced judgements in a variety of situations	✓		Application Form and Interview
Ability to encourage a collaborative approach and to inspire other team members	✓		Application Form and Interview
Demonstrate strong leadership skills within the education environment	✓		Application Form and Interview
Demonstrate an awareness of Equality and Diversity within an education environment	✓		Application Form and Interview
Dedication to high academic standards and high quality pastoral support	✓		Application Form and Interview
Awareness of child protection and safeguarding issues	✓		Application Form and Interview
Personal qualities, skills and characteristics			
Inspire, challenge and empower others	✓		Application Form and Interview
Ability to build and maintain positive relationships through effective interpersonal skills with both staff and students	✓		Application Form and Interview
High professional standards in all areas	✓		Application Form and Interview
Commitment to inclusive Catholic education following the college ethos	✓		Application Form and Interview
Excellent interpersonal skills	✓		Application Form and Interview
To be flexible, resilient and well organised	✓		Application Form and Interview
To have good time management skills	✓		Application Form and Interview