



## Person Specification

**Job Title:** Head of Department

|                                                                                                         | <b>Essential</b> | <b>Desirable</b> |
|---------------------------------------------------------------------------------------------------------|------------------|------------------|
| <b>Knowledge</b>                                                                                        |                  |                  |
| A strong and secure subject knowledge in MFL French up to GCSE                                          | ✓                |                  |
| A strong and secure subject knowledge in MFL German/Spanish                                             |                  | ✓                |
| Good understanding of your subject secondary curriculum, Key Stage 3 to Key Stage 4                     | ✓                |                  |
| Knowledge of current issues facing subject departments                                                  | ✓                |                  |
| A record of appropriate and continuing CPD                                                              | ✓                |                  |
| Good understanding of school improvement and Ofsted inspection programmes                               | ✓                |                  |
| Knowledge of departmental monitoring and tracking systems and their role in securing improvement        | ✓                |                  |
| Ability to provide clear evaluation and strategies for improvement for leadership teams and departments | ✓                |                  |
| Ability to use Raise Online and other data to analyse and evaluate school/departmental performance      |                  | ✓                |
| Knowledge of Ofsted inspection framework and Evaluation Schedule                                        |                  | ✓                |
| Good understanding and knowledge of current examination specifications                                  | ✓                |                  |
| Ability to offer advice on school-based assessments and on examination preparation for examinations     | ✓                |                  |
| Able to assess school-based assessments accurately and identify strategies for improvement              | ✓                |                  |

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| Experience of exam board marking                                                                                                  |   | ✓ |
| Knowledge and understanding of marking criteria and using experience of this to support departmental colleagues                   |   | ✓ |
| <b>Qualifications</b>                                                                                                             |   |   |
| Degree in relevant subject                                                                                                        | ✓ |   |
| Qualified Teacher Status                                                                                                          | ✓ |   |
| Masters degree in relevant subject or Education / further study                                                                   |   | ✓ |
| Evidence of involvement in relevant CPD                                                                                           |   | ✓ |
|                                                                                                                                   |   |   |
| <b>Experience</b>                                                                                                                 |   |   |
| Experience of leading or supporting leadership of a department or providing support to a school/department                        | ✓ |   |
| Successful experience of teaching at all key stages                                                                               | ✓ |   |
| Evidence of managing and leading a new initiative across a department or whole school                                             | ✓ |   |
| Evidence of involvement in transformational change within a department                                                            |   | ✓ |
| Outreach work / supporting a department in challenging circumstances                                                              |   | ✓ |
|                                                                                                                                   |   |   |
| <b>Skills</b>                                                                                                                     |   |   |
| To be able to demonstrate high quality teaching                                                                                   | ✓ |   |
| An outstanding classroom practitioner with a clear direction and vision for teaching and promoting the subject across the Academy | ✓ |   |
| Outstanding relationships with students and staff members which promotes excellent classroom discipline and attainment            | ✓ |   |
| Able to deliver bespoke CPD to colleagues and trainees                                                                            |   | ✓ |

|                                                                                                                                                                                                                 |   |   |
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| To be able to analyse and review data and provide feedback and high quality reports                                                                                                                             | ✓ |   |
| To be able to develop intervention strategies that bring about rapid improvement                                                                                                                                | ✓ |   |
| Able to work flexibly and under pressure                                                                                                                                                                        | ✓ |   |
| Able to provide clear strategies for improvement, following analysis/review of data and/or performance                                                                                                          | ✓ |   |
| To be able to provide resources for departments                                                                                                                                                                 | ✓ |   |
| Develop and deliver clear examination and intervention work                                                                                                                                                     | ✓ |   |
| Experience of working in one or more areas: <ul style="list-style-type: none"> <li>• KS4 intervention work</li> <li>• Whole school programmes</li> <li>• Developing KS3 as a foundation for KS4 work</li> </ul> |   | ✓ |