



ST URSULA'S CONVENT SCHOOL

PERSON SPECIFICATION - HEAD OF DEPARTMENT

All applications will be short listed according to the criteria set out below.

On your supporting statement please:

- Write a section for each of the main headings
- Illustrate your points by describing an example/examples of your work
- In each example show how your skills, abilities and understanding contributed to the outcome

Experience

- Qualified Teacher Status
- Successful teaching experience across the ability and age range of a secondary school

Leadership

- Ability to express a clear vision for the department
- Motivating and enabling others
- Pursuing policies through to implementation
- Developing and evaluating procedures, which promote high standards of energy, resilience, achievement and creativity

Skills in the management of people

- Work collaboratively with staff
- Ability to develop a collaborative team
- Negotiating, delegating consulting and coordinating the efforts of others
- Sensitivity, enthusiasm and energy in building consensus and resolving conflict
- Identifying opportunities
- Making judgements and taking decisions

An awareness of quality in education provision

- A thorough knowledge of the department curriculum
- A knowledge of every child matters
- Experience using ICT to raise educational standards
- Identifying strengths and areas for development in teaching and learning through lesson observation
- Experience of curriculum planning assessment and development
- Identifying and meeting the needs of students of differing ability levels
- Commitment to high levels of student development

An understanding of educational issues

- Keeping up to date with educational issues
- Understanding of student performance data and its use in target setting
- Commitment to own CPD and that of staff

Effective communication both orally and in writing with staff at all levels, students, parents, governors and outside agencies

Commitment to safeguarding and equal opportunities in principle and practice

Commitment to the Catholic Ethos