



**HALL GREEN SCHOOL  
PERSON SPECIFICATION  
POST: HEAD OF DEPARTMENT**

**Salary Range/Grade:** Main Pay Scale/Upper Pay Scale

**Responsible to:** Senior Line Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> <li>• Honours Degree or Equivalent Qualified Teacher Status</li> </ul>	A	<ul style="list-style-type: none"> <li>• Evidence of further professional development or other qualifications</li> </ul>	A
Professional Experience Skills	<ul style="list-style-type: none"> <li>• Experience and understanding of teaching and learning across the secondary age range</li> <li>• Demonstrate good subject and curriculum knowledge</li> <li>• Plan and teach well-structured lessons</li> <li>• Ability to prioritise, work under pressure and meet deadlines</li> <li>• Effective administration and organisational skills</li> <li>• Ability to positively influence others</li> <li>• Ability to motivate, lead and manage people to work both individually and in teams</li> <li>• Ability to implement change and plan strategically</li> </ul>	<p>A, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Experience of leading a team effectively</li> <li>• Experience of leading Performance Management</li> </ul>	<p>A, R</p> <p>A, I</p>

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Professional Experience Skills cont.	<ul style="list-style-type: none"> <li>• Outstanding communication skills, with a range of audiences both orally and in writing</li> <li>• Understanding, analysis and interpretation of school performance data</li> <li>• Effective problem solving skills</li> </ul>	<p>A, I</p> <p>I</p> <p>I</p>		
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• In-depth knowledge of curriculum development and effective pedagogy</li> <li>• A proven track record as an excellent teacher</li> <li>• Up-to-date knowledge and understanding of the curriculum</li> <li>• Sound understanding of assessment, recording and reporting</li> <li>• Knowledge and understanding of safeguarding</li> </ul>	<p>A, I</p> <p>I, R</p> <p>I</p> <p>A, I</p> <p>A, I</p>		
Personal Attributes	<ul style="list-style-type: none"> <li>• Value all children and be committed to the development of the whole child</li> <li>• Relate well to students, staff and parents and care about their individual needs</li> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Has high expectations of self and others</li> <li>• Energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• A good sense of humour</li> <li>• Resilience, determination and passion to succeed</li> </ul>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	<p>A, I, R</p>		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Safeguarding	<ul style="list-style-type: none"> <li>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>			

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.