



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

Salary Range/Grade: Main Pay Scale/Upper Pay Scale + TLR 2.3 £6,942.00

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"> Honours Degree or Equivalent Qualified Teacher Status 	A	<ul style="list-style-type: none"> Evidence of further professional development or other qualifications 	A
Professional Experience	<ul style="list-style-type: none"> Varied experience and understanding of teaching and learning across the secondary age range Proven track record of successful leadership Successful experience of raising achievement Responsibility for developing, monitoring and evaluating aspects of school provision Experience of leading and managing people Experience of contributing to self-evaluation and school improvement Experience of leading training and other staff development activities 	<p>A, R</p> <p>A, R</p> <p>A, R</p> <p>A, R</p> <p>A, R</p> <p>A, R</p> <p>A, R</p>	<ul style="list-style-type: none"> Experience of coaching, mentoring and leading Performance Management/ Appraisal Experience of working with and engaging the involvement of external partners, governors, parents and the wider community Previous experience as a middle leader 	<p>A, R</p> <p>A, R</p> <p>A, R, 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
Skills	<ul style="list-style-type: none"> • Ability to positively influence others • Ability to motivate, lead and manage people to work both individually and in teams • Ability to implement change and plan strategically • Outstanding communication skills, with a range of audiences both orally and in writing • Understanding, analysis and interpretation of school performance data • Ability to prioritise, work under pressure and meet deadlines • Effective problem solving skills • Effective administration and organisational skills 	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		
Knowledge and Understanding	<ul style="list-style-type: none"> • Up-to-date knowledge and understanding of current educational issues and best practice including: • What constitutes an outstanding school in its wider sense • The process of strategic planning and school self-evaluation • Leading the management of change • School budget management and financial responsibilities • The Ofsted process 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>	<ul style="list-style-type: none"> • Working knowledge of Raise Online 	<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
Knowledge and Understanding cont.	<ul style="list-style-type: none"> • In-depth knowledge of curriculum development and effective pedagogy • A proven track record as an excellent teacher • Knowledge of the curriculum • Sound understanding of assessment, recording and reporting • Understanding of strategies for school improvement • Knowledge of how the effective use of data and target setting can raise standards • Knowledge and understanding of safeguarding 	<p>A, I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>A, I</p>		
Personal Attributes	<ul style="list-style-type: none"> • Value all children and be committed to the development of the whole child • Relate well to students, staff and parents and care about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Has high expectations of self and others • Good judgement • Energy and enthusiasm • Integrity and loyalty • Commitment to an open, collaborative style of management • A good sense of humour • Resilience, determination and passion to succeed 	<p>A, I, R</p> <p>A, I, R</p> <p>I</p> <p>I</p> <p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I</p> <p>I, R</p> <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
Equal Opportunities	<ul style="list-style-type: none"> Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		
Safeguarding	<ul style="list-style-type: none"> 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 			

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.