

Reading Girls' School - Person Specification

Position: Head of Department

Competency	Description	Essential	Desirable
Skills, Knowledge or aptitudes : e.g. oral, written, IT. Expertise in a specific area that is relevant to the role			
	Detailed knowledge, understanding and expertise in the delivery of the National Curriculum	✓	
	Confidence in and innovative use of ICT and Interactive Whiteboards to enhance learning and raise standards	✓	
	Familiarity with Assessment for Learning techniques		✓
	Demonstrable skills and evidence of high quality teaching and learning	✓	
	Excellent classroom management skills	✓	
	Evidence of a clear understanding of how children learn and how learning takes place	✓	
Experience relevant to the role: evidence of previous experience of performing tasks required by the role.	The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.	✓	
	Evidence of successful leadership of a team	✓	
	Experience of marking for examination boards		✓
	Highly successful UK teaching including exam result success at all key stages for at least 3 years	✓	
	Evidence of ability to teach across the whole of the 11-18 age-range	✓	
	Evidence of use of strategies for raising achievement and achieving excellence	✓	
	Evidence of use of strategies for ensuring inclusion, diversity and access	✓	
Qualifications: specifically needed for satisfactory performance of the role e.g. QTS, ACCA,	Degree in Relevant Subject	✓	
	QTS	✓	
	A Masters-level qualification in a relevant subject		✓
Personal Characteristics: ability to work in a team, willing to take on a leadership role or additional responsibility etc.	Ability to work well as part of a team	✓	
	Willingness to be flexible	✓	
	Demonstrable ability to consistently meet tight and challenging deadlines and targets	✓	
	Highly motivated with a positive attitude	✓	
	Ability to motivate and lead people	✓	
	Self confidence with emotional resilience	✓	
	Acknowledge excellence and challenge poor performance	✓	
	Demonstrate personal enthusiasm for and commitment to the learning process with a genuine liking for working with young people	✓	
	Prioritise, plan and organize self and others	✓	
	Self confident, visionary and able to inspire and enthuse both pupils and colleagues	✓	
	Committed to and passionate about achieving the best outcomes for pupils, the department and the school	✓	