

# South Dartmoor Community College

## Person Specification – Head of Department (MFL)



E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>Qualifications:</b>			
QTS.	E	✓	
Good Honours degree or equivalent.	E	✓	
Recent participation in relevant high level training.	E	✓	
Relevant leadership development.	E	✓	
Participation in NCSL accredited courses.	D	✓	
Middle Leader training.	D	✓	
Masters Degree.	D	✓	
<b>Background and Experience:</b>			
Substantial recent and successful teaching experience in a secondary school.	E	✓	✓
An outstanding classroom practitioner.	E	✓	✓
Experience of leading significant department/faculty improvement.	E	✓	✓
Experience of leading and managing high performing team.	E	✓	✓
Excellent understanding of current, relevant issues and national developments in education.	E	✓	✓
Excellent skills in the use of data to evaluate effectiveness and quality of provision and to secure accountability.	E	✓	✓
Able to formulate high quality, evidence based, strategic plans to raise standards.	E	✓	✓
Experience of improving the quality of teaching and learning.	E	✓	✓
Experience of observation, feedback and coaching to improve quality of teaching and learning.	D	✓	✓
Experience of working in a rapidly improving or outstanding school.	D	✓	✓
Highly proficient in the analysis and interpretation of data to evaluate effectiveness and develop strategic plans for school improvement.	D	✓	✓
Evidence of leading creative and innovative approaches to teaching and learning including the use of IT.	D	✓	✓
Experience of using and developing performance management policy and practice to raise standards.	D	✓	✓
Experience of tackling underperformance through capability or disciplinary processes.	D	✓	✓
<b>Professional Knowledge and Understanding:</b>			
Understands the characteristics of high quality teaching, learning and achievement for all students.	E	✓	✓
Highly developed understanding of effective pedagogy.	E	✓	✓

Understand the wider characteristics that form a successful and vibrant school.	E	✓	✓
Clear understanding of school accountability processes including Performance tables, and Ofsted.	E	✓	✓
Thorough knowledge of the professional standards for teachers.	E	✓	✓
Knowledge of a variety of models of leadership.	D	✓	✓
Knowledge of ITT training routes and recent experience of leading ITT training and/ or nationally recognised professional development and/ or support and assessment of NQTs.	D	✓	✓
<b>Skills:</b>			
Able to manage challenging behaviour of students and support colleagues to manage behaviour.	E	✓	✓
Ability to initiate, lead and manage change at whole school level.	E	✓	✓
Excellent ICT skills and the ability to apply these to educational management.	E	✓	✓
Excellent communication skills, confident and motivational public speaker.	E	✓	✓
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	✓	✓
Excellent organisational skills to meet deadlines and manage workload of self and others.	E	✓	✓
Have high expectations of self and others and provide a role model for students and staff.	E	✓	✓
Flexible to take on a variety of roles to secure school improvement and build a high performing team.	E	✓	✓
Experience of leading significant whole school improvement projects.	D	✓	✓
An inspiring public speaker.	D	✓	✓
<b>Personal Qualities and Attributes:</b>			
Cares deeply about the success of every child and every member of staff.	E	✓	✓
Committed to continuous school improvement.	E	✓	✓
Credibility, presence and capacity to provide leadership at middle leader level.	E	✓	✓
Able to gain respect of students, parents, staff and governors.	E	✓	✓
Awareness understanding and commitment to the protection and safeguarding of children and young people.	E	✓	✓
Has energy, enthusiasm and optimism.	E	✓	✓
Can take difficult decision and manage challenging conversations with inner strength and resilience.	E	✓	✓
Open to advice, feedback and professional development.	E	✓	✓
High integrity: honest, trustworthy and reliable.	E	✓	✓
<b>Personal Presentation:</b>			
High standards of dress and presentation and high expectations of others.	E		✓
<b>Further Requirements:</b>			
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults.	E	✓	✓
Due to the nature of the role, the ability and willingness to work at and travel to different Trust sites from time to time is essential.	E	✓	✓

<b>VALUES-BASED BEHAVIOURS:</b>			
Working in line with schools values – Truth, Respect, Equality and Excellence.			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.	E	✓	✓
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes.	E	✓	✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.	E	✓	✓
<b>Integrity:</b>			
Acting always in the interests of children and young people.	E	✓	✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles.	E	✓	✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E	✓	✓
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Person Specification produced by Executive Head teacher, May 2024