

PERSON SPECIFICATION
Job Title: Head of Department



	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • First Degree • GCSE Maths and English (Grade A-C) or equivalent 	<ul style="list-style-type: none"> • Evidence of recent continuing professional development, including Safeguarding training • Relevant professional qualification(s) • Master’s degree • Experience of designing a knowledge based curriculum
Knowledge / Experience	<ul style="list-style-type: none"> • Successful recent experience as a teacher at KS3 and KS4, with a track record of achieving successful outcomes for students of all abilities • Experience of developing and implementing effective approaches to learning • Experience of collecting and analysing student data to set, monitor and achieve student performance targets • Experience of coaching colleagues • Experience of successfully supporting students as a form tutor • Experience of working constructively to achieve team objectives and deadlines • Thorough knowledge of current subject specialism developments in the National 	<ul style="list-style-type: none"> • Experience as a middle leader • Experience of creating and delivering challenging schemes of work • Experience of delivering teacher training or mentoring • Experience of identifying and delivering effective staff development to colleagues

	Curriculum and changes at KS3 and KS4	
Skills / Abilities	<ul style="list-style-type: none"> • Ability to consistently to provide a high quality, welcoming and supportive learning experience for all students • Willingness to take a visible, high profile role within school and with parents/the community • Ability to work effectively with people from diverse backgrounds • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to work in line with Bedford Free School's values of <ul style="list-style-type: none"> - Respect - Honesty - High expectations • Confident IT user 	
Special Requirements	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults • Willingness continuously to update skills and knowledge • Emotional resilience and a 	

	<p>flexible approach accommodating changing priorities and working patterns</p> <ul style="list-style-type: none">• Awareness of health and safety requirements relevant to the job	
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March 2017