



PERSON SPECIFICATION – Head of School for Education Mathematics & Business

Criteria		Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none"> Honours degree Qualified Teacher Status in specialist area Further study – higher or professional qualification 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	Application Form Certificates
Experience & Knowledge	<ul style="list-style-type: none"> Proven recognition of successfully teaching Mathematics across KS3, KS4 & KS5 and the whole ability range (minimum of three years teaching experience); Experience of teaching Business Studies To have introduced successful strategies to improve pupil performance in subject and used effective monitoring and intervention strategies in order to raise achievement. To have an innovative approach to teaching and learning and the ability to demonstrate the completion of projects A good understanding of external examination requirements To be registered with an external exam board as a marker of examinations To have delivered INSET to Teaching Staff. High order ICT skills and experience of utilising a range of software programmes to record and analyse data Engagement with other organisations to enrich students' experiences To be able to demonstrate leadership on a successful learning initiative / strategy Engagement with other organisations to enrich students' experiences 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	Application Form, references, interview
Relationships	<ul style="list-style-type: none"> Ability to gain confidence, trust and respect of pupils, other staff and parents and build successful working relationships at all levels. Can demonstrate high standards of classroom management and discipline in a consistent manner Understanding of the importance of links with KS2 The ability to work in collaboration with other members of staff to develop and manage cross curricular projects. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		Letter/Interview
Students	<ul style="list-style-type: none"> Evidence that the candidate perceives that the role of the academy is to provide effectively for all of its learners through identifying individual needs and providing appropriate teaching The ability to guide students' academic, personal and professional development, as a tutor, in accordance with the academy's guidelines and procedures High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements Ability to build and maintain positive working relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		Application form, interview, references

Curriculum	<ul style="list-style-type: none"> • Clear evidence of current knowledge and views in subject and curriculum development • A thorough understanding of NC requirements and schemes of work for subject and a clear vision on how Mathematics & Business should be delivered and developed to ensure pupils' success • Ability to plan coherently and implement developments effectively • Ability to review, evaluate and implement schemes of work and syllabus 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		Application form, interview, references
Communication	<ul style="list-style-type: none"> • Proven staff management and persuasion skills to bring about improvement in pupils' performance • Ability to communicate effectively at the highest level e.g. written reports, outside agencies, information to colleagues, chairing meetings etc. 	<ul style="list-style-type: none"> ✓ ✓ 		Application form / references / interview
Personal Qualities	<ul style="list-style-type: none"> • Proven recognition of leadership potential • Adaptability and flexibility to respond to school's changing demands and development. • Ability to forward plan and be able to review processes and initiate change for the benefit of pupils. • Proven analytical Skills. I.e. The ability to gather information, identify problems and possible causes and to make rational, logical decisions based on sound judgement. • Presence, dynamism, good sense of humour and approachability • Excellent organisational and time management skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		Application form, references, interview " "
Customer Service	<ul style="list-style-type: none"> • Listen and respond to children / young people needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children / young people. 	<ul style="list-style-type: none"> ✓ 		Application form, references, interview
Valuing Diversity	<ul style="list-style-type: none"> • Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. 	<ul style="list-style-type: none"> ✓ 		Application Form, references, interview
Developing Self and Others	<ul style="list-style-type: none"> • Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example. 	<ul style="list-style-type: none"> ✓ 		Application Form, references, interview

Work Related Circumstances – Professional Values and Practices	<ul style="list-style-type: none"> • A positive attitude to broad aspects of Academy life and contributions to new initiatives and developments • Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work • This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment 	✓ ✓ ✓		Application Form, references, interview
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Date Person Specification prepared/updated: February 2017
Person Specification prepared by: R Senior