



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION HEAD OF SCIENCE

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Qualified Teacher Status	✓	
Degree	✓	
Evidence of CPD	✓	
Higher Degree.		✓
Management qualification.		✓
Participation in professional activities outside school.		✓
EXPERIENCE		
Experience of managing both pastoral and curricular areas of a department	✓	
Experience of Departmental self-evaluation.	✓	
Experience of leading change which demonstrates clear impact for learning	✓	
Responsibility for personnel issues including performance management, staff development and initial disciplinary procedures	✓	
Proven track record with managing a team	✓	
Teaching experience in more than one secondary school (including substantial experience in an 11-18 comprehensive school)	✓	
Leadership experience at Department level		✓
Working with partners and the local community Involvement in: <ul style="list-style-type: none"> • departmental development planning and evaluation • raising standards • policy development and implementation • initiating and managing successful change with identifiable success criteria that were achieved • effective team leadership • assessment, data analysis and target setting 		✓
ABILITY, SKILLS & KNOWLEDGE		
Candidates should be able to demonstrate a good knowledge and understanding of: - <ul style="list-style-type: none"> • current educational issues, policies, including national policies, priorities and legislation • curricular, teaching, learning, assessment issues and strategies • strategic planning and department improvement management • the management of staff, including professional development • resource and financial management, including the link between budget and Department development plan 	✓	
Ability to use ICT to support teaching & learning and school management	✓	
Awareness of the social and political context in which the school operates		✓
Knowledge of the Performance Management process	✓	
Strategies used to recruit and retain high quality staff		✓

Experience of having been involved in construction of Department timetables <ul style="list-style-type: none"> • contribution to the specialist school status • strategies for strengthening school links with the community, relevant bodies, e.g. universities, research etc 		✓
Ability to work effectively with pupils, staff parents, Governing Body, the community, feeder schools, the LA, local business and other influential connections		✓
Ability to manage and affect the behaviour of challenging students and groups of challenging students	✓	
PERSONAL SKILLS AND QUALITIES		
Candidates should be able to provide evidence that they are able to: <ul style="list-style-type: none"> • build and maintain effective relationships: • think creatively and strategically to resolve issues and formulate plans • inspire, challenge, motivate and empower others demonstrate effective teamwork skills <ul style="list-style-type: none"> • demonstrate personal enthusiasm and commitment • prioritise, plan, delegate and organise themselves and others • entrepreneurial drive • foster an open, fair and equitable culture • manage conflict • have strong analytical skills to help the school with its self-improvement • have high levels of commitment, enthusiasm and motivation • communicate effectively • have a good sense of humour 	✓	
Strategic and tactical awareness when implementing change		✓
EDUCATION PHILOSOPHY		
A commitment to comprehensive education	✓	
A commitment to ensure that all students and staff have equal opportunity to achieve the highest standards in all aspects of school life	✓	
A commitment to be involved in the full life of the College including events and extracurricular activities	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.