



## SUBJECT LEADER PERSON SPECIFICATION

|                                          | JOB REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                        | Essential | Preferred | * How assessed |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------|
| Qualifications, knowledge and experience | Honours degree in relevant specialism.                                                                                                                                                                                                                                                                                                                                                                                 | ✓         |           | A              |
|                                          | Qualification as a teacher.                                                                                                                                                                                                                                                                                                                                                                                            | ✓         |           | A              |
|                                          | Membership of appropriate professional bodies                                                                                                                                                                                                                                                                                                                                                                          |           | ✓         | A & I          |
|                                          | Leadership qualification(s)                                                                                                                                                                                                                                                                                                                                                                                            |           | ✓         | A & I          |
|                                          | Management qualification                                                                                                                                                                                                                                                                                                                                                                                               |           | ✓         | A, I & T       |
|                                          | Evidence of good or outstanding classroom practice                                                                                                                                                                                                                                                                                                                                                                     | ✓         |           | A & I          |
|                                          | An understanding of the principles associated with managing and leading others                                                                                                                                                                                                                                                                                                                                         | ✓         |           | A & I          |
|                                          | Knowledge of current and potential future developments in relation to the national and local education scene                                                                                                                                                                                                                                                                                                           | ✓         |           |                |
|                                          | Proven track record as a subject teacher                                                                                                                                                                                                                                                                                                                                                                               | ✓         |           |                |
|                                          | Experience of change management                                                                                                                                                                                                                                                                                                                                                                                        | ✓         |           |                |
|                                          | Knowledge of school improvement and effectiveness strategies including processes for monitoring and evaluation of performance at a student and team level and strategies for raising standards                                                                                                                                                                                                                         | ✓         |           |                |
|                                          | Experience of leading teams effectively. Provides others with a clear direction; sets appropriate standards of behaviour that align to the vision and values; delegates work appropriately and fairly; motivates and empowers others; provides staff with development opportunities and coaching; recruits staff of a high calibre.                                                                                    | ✓         |           | A & I          |
| Personal and interpersonal               | Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities; encourages individual and team responsibility towards the community and the environment.                                                                                                                                                                                                                                  | ✓         |           | I              |
|                                          | High level of written and oral communication, able to actively listen and engage with others, particularly staff, students, parents and the wider community. Writes clearly, succinctly and correctly; avoids the use of unnecessary jargon; writes in a well-structured and logical way; writes convincingly in an engaging way; structures information to meet the needs and understanding of the intended audience. | ✓         |           | A, I & T       |

|                  |                                                                                                                                                                                                                                                                                                                                                                                    |   |  |       |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-------|
|                  | Makes a strong positive personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self or others and ensures others are acknowledged for their ideas and contributions; manages and diffuses conflict effectively.                                                                    | ✓ |  | I & T |
|                  | Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.                                                                                               | ✓ |  | I & T |
|                  | Adapts well to changing circumstances; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows respect and sensitivity towards others; values difference; deals with ambiguity, making positive use of the opportunities it presents.                                                                                   | ✓ |  | I     |
|                  | Works strategically to realise organisational goals; sets and develops strategies; takes account of a wide range of issues across, and related to, the organisation; translates national strategies and local needs into tangible strategic and operational plans.                                                                                                                 | ✓ |  | I & T |
|                  | Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles criticism well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience. | ✓ |  | I     |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people.                                                                                                                                                                                                                                                                                      | ✓ |  | I     |
|                  | Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).                                                                                                                                                                                                                                                                                     | ✓ |  |       |
|                  | Willingness to undertake safeguarding training when required.                                                                                                                                                                                                                                                                                                                      | ✓ |  | I     |

\* A = by application, R = by references, I = assessed by Interview, T = task