Person Specification Form

Job Title: **HEAD OF SUBJECT**

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Relevant Degree & Teaching Qualification	Other related qualifications	Certificates
Experience	Evidence of experience in a leadership role **Teaching at A level standard**	Second relevant subject Previous experience in relevant profession	Certificates Questioning and references
Knowledge & skills	Effective planning and teaching Administration skills - well organised - able to prioritise - methodical Excellent communication skills in dealing with staff, and students Team player	Good IT skills and Internet/intranet experience	Certificates Questioning and test
Personal Qualities	Confident Approachable Good communication skills Forward thinking	Innovative Flexible	Questioning Previous work and use of scenarios
Motivation & Expectations	Staff and Student engagement and motivation Planning and preparation	Examination results	Questioning and references
Overall Appearance	Presentable		Visual and questioning
Special considerations			