

## Person Specification – Deputy Director of Department

	Essential	Desirable	Measured / Shortlisted by
<b>Qualifications</b>			
Minimum of GCSE English and Maths at Grade C (4) or above and Level 3 Qualifications	*		Application Form
Education to Degree Level or Equivalent in a relevant Discipline	*		Application Form Original Certificates
Relevant Teaching Qualification	*		Application Form Original Certificates
<b>Leadership and Management</b>			
A clear vision of what constitutes excellence in a curriculum department	*		Supporting Letter
An understanding of the systems and structures which need to be in place to achieve excellence and the drive and commitment to implement this	*		Supporting Letter
An understanding and experience of the effective use of data to promote improvement	*		Supporting Letter
Understanding of and some successful experience of staff development – how to grow your team to become excellent teachers	*		Supporting Letter
Evidence of commitment to your own professional development	*		Application Form Supporting Letter
Evidence of a clear understanding of the changing post 16 landscape and a need for strategic curriculum development	*		Supporting Letter
<b>Professional Experience and Knowledge</b>			
Evidence of a minimum of 2 years' experience in a team leadership / management position, e.g. Course Leader, which has had an impact on both students and teachers	*		Application Form
Evidence of teaching in the subject area to Level 3 qualifications OR evidence of a successfully completed PGCE (or equivalent) course in the subject area	*		Application Form
Evidence of Good or better pass rates, HGPs and/or Added Value (not applicable for PGCE/ECT)	*		Application Form
Evidence of contributions to wider college activities and/or enrichment	*		Supporting Letter
Membership of any professional body associated with the subject		*	Application Form
Evidence of Examining, Assessing and/or Moderating for External Awarding Organisations		*	Application Form
Evidence of examples of using technology to support classroom practice	*		Supporting Letter
Evidence of wider, relevant CPD	*		Application Form
Evidence of an understanding of the Ethos of The Sixth Form Bolton	*		Supporting Letter Interview
Familiarity with curriculum developments in the subject area	*		Interview
The ability to deliver the subject in an informative and imaginative manner, engaging and challenging students	*		Micro Teach
Evidence of use of High-Quality resources and activities	*		Micro Teach
<b>Skills, Abilities and Competences</b>			
Evidence of the use of a suite of IT Applications to undertake all aspects of the role (Teaching and Administration) e.g. Microsoft Suite, Student Performance Monitoring System, Browser Based Data Entry Systems	*		Application Form Supporting Letter Interview Micro Teach

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Good communication skills both written and verbal including clear presentation skills and the ability to produce clear written material	*		Application Form Supporting Letter
Excellent organisational and planning skills	*		Supporting Letter Interview
The ability to work under pressure and meet deadlines	*		Supporting Letter Interview
Good team working skills	*		Supporting Letter Interview
Good interpersonal skills and the ability to liaise with staff at all levels	*		Supporting Letter Interview
<b>Personal Attributes</b>			
A commitment to observing the College's Single Equality Statement at all times	*		Supporting Letter Interview
Professional Appearance and Attitude	*		Interview
A positive, flexible and enthusiastic approach	*		Interview
Excellent timekeeping and punctuality	*		References
Good health and attendance record	*		References
Full Disclosure clearance from the Disclosure and Barring Service / medical clearance (both will be followed up following an initial offer of employment).	*		DBS