

PERSON SPECIFICATION**HEAD OF DEPARTMENT – Philosophy, Religion and Ethics (PRE) St Martin’s School (SMS)**

| General | Detail | Examples |
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| Qualifications and Experience | Specific Qualifications and Experience | A graduate in a relevant discipline To hold a teaching qualification that is recognised by the DfE To have evidence of continuing and recent professional development relevant to the post, if appropriate Teaching experience to date is high quality and sustained |
| | Literacy | Outstanding literacy skills. |
| | Numeracy | Outstanding numeracy skills. |
| | Accuracy | Focused attention to detail |
| | Technology | Highly competent ICT skills, specifically, across the Office suite. |
| Communication | Written | Outstanding written communication skills with an ability to tailor correspondence to fit audience. |
| | Verbal | Ability to communicate effectively at all levels. Articulate and measured. |
| Working with Children | Behaviour Management | Understand and adhere to DET’s Behaviour Policy, as required. |
| | Health and Wellbeing | Understand the importance of physical and emotional wellbeing of both yourself and others. |
| | Team Work | Work effectively as part of a team, but also on own initiative and with minimal supervision. Be a role model for SMS values and behaviours. Be collaborative. Train and develop others, as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level, as required. |
| | Information Sharing | Develop and implement highly effective systems to share and safeguard information. |
| Self-Management | Organisational Skills | Ability to prioritise and organise. The role involves many and conflicting priorities, requiring a methodical and calm approach in order to be effective and to deliver. A positive and creative approach to tackling tasks. |
| | Time Management | Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines. |
| | Problem Solving Skills and Decision Making | Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking. |
| | Creativity | Demonstrate a highly creative approach to work. Able to resolve complex problems independently. |
| General | Equality, Diversity and Inclusion | Knowledge of and commitment to equal opportunities and anti-discriminatory practice. |
| | Health and Safety | Good understanding of Health and Safety. |
| | Child Protection | Good understanding and compliance with Child |

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| | | Protection procedures. |
| | Continuing Professional Development | Demonstrate a clear commitment to develop and learn in the role. Ability to evaluate own performance and effectively address areas for development. |