

Head of (Curriculum Area)

	PERSON SPECIFICATION I = Interview P = Personnel File/Personal CPD Record	Essential or Desirable (E or D)	Method of Assessment
Skills			
1.	Good management skills with the ability to lead and motivate a team of staff, delegating effectively and developing positive working relationships with individuals at all levels	E	I
2.	Good resource management skills with the ability to effectively manage budgets, the safe working of facilities, planning of timetables and the learner journey	E	I
3.	Well-developed communication, external liaison and networking skills	E	I
4.	Competent in IT with excellent administrative and organisational skills	E	I
5.	The ability to work effectively with a critical and sensitive understanding of the roles of teaching and other staff	E	I
6.	A strong sense of purpose and the drive to achieve agreed goals and deliver learner success	E	I
7.	Good analytical and report writing skills	E	I
Experience			
8.	Evidence of successful programme leading or deputy head of curriculum (or equivalent)	E	I
9.	Proven track record of setting and achieving challenging improvement targets	E	I
10.	In depth knowledge of legislative responsibilities and the importance of Equality & Diversity, Safeguarding, Prevent and British Values	E	I
11.	Sound knowledge and understanding of the funding methodology and qualification frameworks for all funding streams	E	I

12.	Experience of identifying and securing commercial opportunities to enhance curriculum content.	D	I
Education			
13.	Level of Maths & English Qualifications relevant to the post (Level 2 minimum)	E	Personnel file
14.	A first degree and/or professional qualification	E	Personnel file
15.	A full teaching qualification	E	Personnel file
16.	Evidence of continuous professional development	E	Personal CPD record
17.	A full management qualification	D	Personnel file
18.	A lead verifier qualification	D	Personnel file