



# The Armthorpe School

A Specialist School in The Arts and Sport

## PERSON SPECIFICATION

Post title: **HEAD OF MATHEMATICS**

		Essential	Desirable	Method of Assessment	Shortlisting Criteria
<b>1. Personal Attributes</b>					
1a.	Clear educational vision relevant to role.	√		AF	√
1b.	Positive attitude to working with students.	√		I	
1c.	An understanding of and commitment to equal opportunities issues both within the school and the community in general.	√		I	
1d.	Approachable, lively and well organised.	√		I/R	
1e.	A good listener, excellent interpersonal skills.	√		I/R	
1f.	Conscientious, honest and reliable.	√		R	
1g.	Capacity to see implications beyond the role and make decisions based upon this.		√	I	
1h.	Willingness to commit to extra curricular and out of hours learning.	√			
<b>2. Qualifications and Training</b>					
2a.	Appropriate degree and qualified teacher status.	√		AF/CQ	√
2b.	Evidence of continuing professional development.	√		AF	√
2c.	Understanding of current developments in the subject range.	√		AF/I	√
2d.	Training / research leading to further qualification.		√	AF	
<b>3. Special Skills and Knowledge</b>					
3a.	Breadth of subject awareness matched to role.	√		AF/I	√
3b.	Ability to teach Mathematics to Level 3.		√		
3c.	Understanding of the use of ICT to enhance learning.	√		AF/R/I/	√
3d.	Capacity to interpret data and appreciate the implications for individuals and groups.	√		AF/R/I	√
3e.	Understanding of methods to improve teaching and learning.	√	√	AF/R/I	√
3f.	Confident ICT user, including whiteboards.		√	AF/R	
3g.	Effective use of targets to raise standards.		√	AF/R	
3h.	Budget management.			AF/R	
3i.	Ability to lead, manage, support and coach the staff team.	√		AF/R	
<b>4. Relevant Experience</b>					
4a.	Evidence of successful teaching in the 11-16 age group.	√		AF/R	√
4b.	Evidence of successful teaching in the 11-18 age group.		√	AF/R	√
4c.	Ability to demonstrate examples of leadership within a department.	√		AF/R	√
4d.	Ability to lead and develop the specific subject schemes related to Mathematics and the appropriate policies related to them.	√		AF/R	√
4e.	Understanding of what makes an effective team and how to promote areas of strength and address areas of weakness.	√		I	√
4f.	Evidence of the capacity to innovate and sustain new initiatives.	√		AF/R	√
4g.	Record of successful dealings with parents.		√	AF/R	√
4h.	Experience of policy development.		√	AF/I	
4i.	Flexibility and confidence to experiment with and expand teaching strategies and resources.	√		AF/R/I	
4j.	Experience of working beyond department and involvement in wider school working groups.	√		AF/R/I	

<b>5.</b>	<b><u>Personal Circumstances</u></b>				
5a.	A criminal records check at enhanced level.	√			CRB
5b.	Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared).	√			AF
<b>6.</b>	<b><u>Physical Requirements</u></b>				
6a.	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments).	√			I/R

**Key:**

AF : Application Form  
I : Interview  
R : References  
CQ : Certificate of Qualification  
O : Observation

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

Specification completed by: Andy Cope

Date: September 2011