

Person Specification

Job Title:	Deputy Head of Department
Department	School of Music & Education

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Honours Degree or equivalent in a relevant area.	A
D	Q2. Masters or other relevant postgraduate qualification	A
D	Q3. Teaching qualification appropriate to the sector	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of supporting and managing strategic priorities.	A/I
E	EK2. Experience in the support of curriculum development and the maintenance of the portfolio.	A/I

E	EK3. Experience of the management of staff and the development of team management including the coordination of all teaching staff.	A/I
E	EK4. Experience in teaching, marking and assessment and the collation of exams assessment information working with conservatoire wide teams.	A/I
E	EK 5. Experience of staff recruitment and contracting and the identification of staffing gaps liaising with HR	A/I
E	EK6. Experience on the leadership of quality issues relating to curriculum operations such as assignment audits, assessment criteria, marking and moderation.	A/I
E	EK7. Experience in the coordination of timetabling liaising with the timetabling team and departmental administrator.	A/I
E	EK8. Experience of resource planning and implementation that meets departmental needs.	A/I
D	EK9. Experience in data collation for academic and financial reviews.	A/I
D	EK10. Experience in the leadership of student pastoral care liaising with Student Health and Wellbeing.	A/I
D	EK11. Experience of broad operations that include staff recruitment, contracting, the identification of staffing gaps liaising with HR	A/I
D	EK12. Experience of developing initiatives for the wider department team to engage with research and knowledge exchange	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1 Professional and Technical Knowledge Has full command and use of relevant professional/technical knowledge and job-related knowledge and skills	A/I
E	SC2. Organisational and Education	A/I

	Sector knowledge. Effective knowledge of and appreciation of the wider educational issues.	
E	SC3. Interpersonal and Communication Skills Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	A/I
E	SC4. High standard of written and verbal communication skills	A/I
E	SC5. Critical Thinking Ability to make sense of complex operational issues, identify and solve problems and to think on one's own feet.	A/I
E	SC6. Achievement and Action Focuses on making progress and achieving results.	A/I
E	SC7. Capacity for Change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A/I
D	SC8. Emotional Intelligence Understanding the benefits of different leadership / management styles. Gauging own impact as a leader / manager.	A/I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	I
E	Promotion of a safe environment for students and staff.	I
E	Commitment to professional standards	I