

Person Specification – Deputy Head (Pastoral)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • <i>Good honours degree</i> • <i>Designated Safeguarding Lead training</i> 	<ul style="list-style-type: none"> • <i>QTS or PGCE</i> • <i>Post graduate qualification – subject related or educational</i> • <i>‘Safer Recruitment’ training</i> • <i>Health and Safety Coordinator training</i> • <i>Educational Visits Coordinator training</i> 	<ul style="list-style-type: none"> ✓ <i>Production of the applicant’s certificates</i>
Experience	<ul style="list-style-type: none"> • <i>Excellent examination results achieved by pupils taught</i> • <i>Positive working relationships with colleagues and parent body</i> • <i>Experience of senior pastoral role eg Head of Year</i> • <i>Previous successful experience of running school trips including overseas/residential</i> 	<ul style="list-style-type: none"> • <i>Experience of teaching own subject in previous school to A Level standard</i> • <i>Relevant INSET for teaching/pastoral issues</i> • <i>Previous successful experience of Deputy Head (Pastoral) or Senior Management role</i> • <i>Previous successful experience of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead role</i> • <i>Previous successful experience of Health and Safety Coordinator role</i> • <i>Previous successful experience of Educational Visits Coordinator</i> • <i>Previous experience as an ISI Inspector</i> 	<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>
Skills	<ul style="list-style-type: none"> • <i>Ability to teach own subject to GCSE to pupils of all abilities</i> • <i>Effective time management</i> • <i>Excellent organisational skills</i> • <i>Ability to motivate young people</i> • <i>Excellent oral and written communication skills to a range of audiences</i> • <i>Ability to make and keep excellent written records</i> • <i>Outstanding interpersonal skills and</i> 	<ul style="list-style-type: none"> • <i>Ability to teach own subject to A Level to pupils of all abilities</i> 	<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>

	<p><i>ability to command the respect of pupils, colleagues and parents</i></p> <ul style="list-style-type: none"> • <i>Ability to work with a range of professionals, both within and outside of the school.</i> • <i>Willingness to share expertise, knowledge and skills</i> • <i>Excellent ICT skills</i> • <i>Good presentation skills with the ability to enthuse and motivate others</i> • <i>Effective management of pupil behaviour in a positive manner</i> • <i>Excellent teaching and learning skills and the ability to create a positive, challenging and effective learning environment</i> • <i>Ability to resolve issues and delegate effectively</i> 		
Knowledge	<ul style="list-style-type: none"> • <i>Mastery of content of a GCSE syllabus</i> 	<ul style="list-style-type: none"> • <i>Familiarity with an A level syllabus</i> • <i>Familiarity with a variety of textbooks and resources, including web-based</i> • <i>Good working knowledge of ISI regulations, particularly those relating to Health and Safety/Pastoral issues</i> 	<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>
Personal competencies and qualities	<ul style="list-style-type: none"> • <i>Flexibility</i> • <i>Good sense of humour</i> • <i>Motivation to work with children and young people</i> • <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</i> • <i>Emotional resilience in working with challenging behaviours</i> • <i>Positive attitude to use of authority and maintaining discipline</i> • <i>Ability to work as part of a team</i> • <i>Dependability and good time-keeping</i> • <i>Ability to take responsibility and show initiative</i> • <i>Loyalty, personal integrity, discretion and an ability to maintain confidentiality</i> • <i>Sensitivity, understanding and experience in responding to the challenges of adolescence</i> • <i>Sound judgement and sagacity in dealing with parents, teachers and pupils.</i> • <i>Ability to work as part of a team, within a department and within the school as a whole</i> • <i>The ability to deal with challenging issues with clarity of purpose and diplomacy</i> • <i>Approachable and empathetic</i> 		<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>

