



Person Specification for Head of Upper School

We seek a Head of Upper School who:

- ❖ Is motivated first and foremost by ensuring the flourishing of our pupils
- ❖ Is kind
- ❖ Is optimistic and positive – has a growth mindset
- ❖ Has an excellent sense of humour
- ❖ Has proven relevant teaching experience from Years 6-8
- ❖ Has a high standard of written and spoken English
- ❖ Is confident and diplomatic in dealing with parents, quickly gaining their trust and confidence
- ❖ Is thoughtful and considerate when dealing with staff, and is an excellent role model
- ❖ Commands the respect and affection of pupils in equal measure
- ❖ Has strong leadership skills and is always prepared to go the extra mile
- ❖ Displays strong management skills and the ability to lead a team and is a very capable administrator
- ❖ Is very well organised and meticulous to a fault
- ❖ Possesses good IT skills
- ❖ Will be an excellent ambassador for the school, within the school community, the local community, when visiting senior schools and in the wider educational world

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.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Head.