

**Person Specification
Academic Deputy
From September 2018**

	Essential	Desirable
Qualifications	Good Honours degree	PGCE Qualification, or equivalent
Knowledge & Experience	Leadership and management experience Proven team management experience A-Level teaching experience.	Some knowledge of the IB Diploma. Ability to use iPads and Google Drive Experience of using of digital learning
Skills & Aptitudes	Work effectively under pressure Motivate and engage with all our staff and students Demonstrate strong administration skills Work as part of a team Delegate tasks The ability to develop other staff Keep abreast of curriculum developments Play an active role in all activities across 11-18	
Personal Attributes	Progressive mind set Professionalism and integrity Dedication and enthusiasm Energy and resilience Approachability Organisational skills Flexibility Interpersonal skills	

All students and staff at the Senior School and Sixth Form College have iPads.

No previous knowledge or experience of working with the iPad is necessary for this post, but a willingness to engage with this technology and participate actively in the production of digital resources is essential.