

Person Specification – Deputy Head (Curriculum)

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 Qualities	Desirable Qualities
	These are qualities without which it is unlikely the applicant could be appointed	These are qualities which could aid the applicant
Qualifications	• <i>Good honours degree or equivalent</i> • <i>PGCE or equivalent</i> • <i>Qualified Teacher Status</i>	• <i>Evidence of additional further education e.g. MA</i> • <i>Evidence of applicable professional development</i> • <i>Would be a chosen applicant for NPQH training</i>
Experience	• <i>Minimum of 3 years of continuous leadership experience – senior management/ middle management</i> • <i>High profile teacher with an excellent reputation</i> • <i>Sound experience of working through Key Stages 3-5</i> • <i>Leading Whole School Initiatives</i>	• <i>Curriculum Design</i> • <i>Mentoring systems</i> • <i>Accreditation processes</i> • <i>Working with governing bodies</i>
Skills and personal competencies	• <i>Has the ability to inspire students and staff</i> • <i>An excellent teacher</i> • <i>Must be extremely trustworthy and transparent</i> • <i>Is highly reliable with great integrity</i> • <i>Sensitive to the needs of others</i> • <i>A team player who is pro-active not reactive</i> • <i>Up to date knowledge & understanding of the current educational changes in international and UK schools</i> • <i>Excellent interpersonal skills –particularly in consultation and negotiation.</i> • <i>Skills in managing people face to face</i> • <i>Has a good idea of what makes people ‘tick’</i> • <i>Experience of using baseline data to track, monitor and put in place interventions</i> • <i>Effective communication skills to a range of audiences</i> • <i>Ability to motivate students and staff to realise their potential</i> • <i>Ability to maintain a high profile within the school</i> • <i>Outstanding organisational and administrative skills</i> • <i>Able to meet tight deadlines</i> • <i>Able to prioritise and work under pressure</i> • <i>Commitment to maintaining the caring and supportive ethos of the school</i>	• <i>Use of management information systems</i> • <i>Experience and understanding of Personalised learning</i> • <i>Knowledge of the process of timetabling and associated software e.g. Nova T-6</i>

	• <i>Commitment to the safeguarding of children and young people</i> • <i>Commitment to a vision, and mission statement</i> • <i>Has great energy and enthusiasm</i> • <i>Has a good sense of humour and can get on well with all people</i> • <i>Willingness to 'go the extra mile'</i> • <i>ICT literate in Windows software</i>	
Leadership and Management	• <i>Able to work with the Head Teacher to initiate and manage change through a Strategic Dev. Plan</i> • <i>Can explain, negotiate and mediate with students and parents</i> • <i>Ability to lead and manage people to work individually and in teams</i> • <i>Ability to resolve conflicts</i> • <i>Evidence of successful development planning</i> • <i>Ability to make carefully weighted decisions in line with good educational practice</i> • <i>Has the ability to multi-task, to delegate, and monitor effectively</i> • <i>Evidence of effective teaching, assessment and target setting</i> • <i>Leads by example and 'walks the talk'</i> • <i>Must be able to work closely with the Head Teacher and senior leadership in an atmosphere of trust and confidentiality.</i> • <i>Must have the confidence and authority to stand in for the Head Teacher when applicable</i>	• <i>Experience of appraisal and performance management</i>