

Person Specification – Deputy Head (Academic)

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> 	<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> 	<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, pupils and parent body</i> • <i>Experience of teaching own subject to A Level standard</i> • <i>Experience of teaching MAT and SEND pupils</i> • <i>Experience of senior academic role e.g. Head of large Department/Faculty, Assistant Head</i> • <i>Experience of developing staff, including lesson observation</i> 	<ul style="list-style-type: none"> • <i>Previous successful experience of Deputy Head (Academic) or Senior Management role</i> • <i>Previous successful experience of timetabling</i> • <i>Experience of implementing developments in ICT Strategy</i> • <i>Experience of managing organisational change projects</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 and A level to pupils of all abilities</i> • <i>Ability to teach excellent/outstanding lessons and to convey infectious enthusiasm for the subject</i> • <i>Ability to motivate young people</i> • <i>Excellent written and oral communication skills</i> • <i>Excellent time management and organisational skills</i> • <i>Excellent IT and data analysis skills, including a facility with Excel</i> • <i>Ability to lead organisational change</i> 	<ul style="list-style-type: none"> • <i>Competency with Cloud based systems eg Office 365</i> • <i>High level of competency with Excel</i> 	<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>

	<ul style="list-style-type: none"> • <i>Ability to make and keep excellent written records</i> • <i>Excellent rapport with parents, staff and students</i> • <i>Competency with ICT and interactive whiteboards</i> • <i>Competency with a Management Information System</i> 		
Knowledge	<ul style="list-style-type: none"> • <i>Mastery of content of a GCSE syllabus and an A Level syllabus</i> 	<ul style="list-style-type: none"> • <i>Good working knowledge of ISI regulations, particularly those relating to academic issues</i> • <i>Up-to-date knowledge of best practice in use of ICT in education, including AI</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>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>Positive attitude to use of authority and maintaining discipline</i> • <i>Ability to work as part of a team and to form positive relationships</i> • <i>Dependability and good time-keeping</i> • <i>Ability to take responsibility, show initiative and stay calm, even in challenging situations</i> • <i>Ability to inspire confidence in the School (in all stakeholders) and exemplify and promote its ethos</i> • <i>Loyalty, personal integrity, discretion and an ability to maintain absolute confidentiality</i> • <i>Sensitivity, understanding and experience in responding to the challenges of adolescence</i> • <i>Sound judgement and empathy in dealing with parents, colleagues and pupils.</i> • <i>Attention to detail</i> • <i>Resilience and flexibility</i> 		<ul style="list-style-type: none"> ✓ <i>Contents of the Application Form</i> ✓ <i>Interview</i> ✓ <i>Professional references</i>