

NOTTING HILL PREPARATORY SCHOOL

95 LANCASTER ROAD, LONDON W11 1QQ

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ADMIN@NOTTINGHILLPREP.COM



Person Specification – Deputy Head (Academic)

He/she will have the vision, drive and creativity to take the School forward, raising students' standards of achievement to the highest levels, through good teamwork, excellent management and inspirational leadership. He/she will be expected to communicate with parents and represent the welcoming and friendly ethos of the School. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications and experience

- A good honours degree with excellent subject knowledge
- Proven experience of working on a Senior Leadership Team or as a Head of Department
- An understanding of 11+ and 13+ assessment process
- Evidence of leadership development of others
- Recent teaching experience to an excellent standard
- An understanding of the London Day School System and boarding school system
- An understanding of budget management and financial planning

Personal attributes

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures
- Suitability to work with children*
- Excellent written and oral communication skills
- Good communication skills – the ability to listen and communicate ideas to pupils is essential, as is the ability to liaise with parents and other professionals
- Ability to hold and initiate difficult conversations with parents or staff
- Excellent interpersonal skills with the ability to build strong relationships at all levels
- Adaptable to changing circumstances and new ideas
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills
- Firm but approachable and enjoys being highly visible to children and parents
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Personal concern and interest in the welfare and development of children
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrate professionalism, loyalty, integrity and diplomacy when dealing with others
- Sense of humour
- Punctual, with an excellent attendance record in previous employment
- A commitment to supporting the wider life of the school, such as after-school activities

* The interview will explore issues relating to safeguarding and promoting the welfare of children.