



# QUEEN'S COLLEGE PREPARATORY SCHOOL

## PERSON SPECIFICATION

### DEPUTY HEAD (ACADEMIC)

The successful candidate will have the following attributes and competencies:

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• University degree from a recognised academic institution</li> <li>• Recognised teaching qualification</li> <li>• Qualified to teach and work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Leadership / management qualification</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong pedagogical knowledge, including AfL</li> <li>• Understanding of Safeguarding and Child Protection protocols</li> <li>• Extensive working knowledge of the National Curriculum, North London Day School Consortium Exams and 11+ Common Entrance Syllabus</li> <li>• Understanding of ISI regulations</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the London Independent Schools market</li> <li>• Understanding of safeguarding compliance issues</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 5 years teaching experience</li> <li>• Experience of supporting pupils of all abilities to make excellent progress</li> <li>• Leadership experience within a Pre-Prep, Prep or Primary School environment</li> <li>• Experience of strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing effective systems and structures to support academic achievement across departments, year groups or the whole school</li> <li>• Experience of ISI inspections</li> </ul>
<b>PROFESSIONAL PRACTICE</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the school</li> <li>• Outstanding interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people including Governors, staff, pupils, parents and key contacts in other organisations</li> <li>• Outstanding communication skills and confidence as a public speaker</li> <li>• Equally comfortable leading and working as part of a team</li> <li>• Demonstrable commitment to personal professional development</li> <li>• Strong ICT skills</li> <li>• Excellent classroom practitioner</li> <li>• Outstanding high level planning and organisational skills; time management skills</li> <li>• A belief in the unlimited potential of every pupil</li> <li>• Ability to co-ordinate events</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent professional development</li> </ul>

<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• An ambitious person with great energy</li> <li>• Ability to see the wider picture and think strategically; an eagerness to embrace, initiate and manage change</li> <li>• Ability to remain positive, enthusiastic and effective under pressure; able to maintain a healthy sense of perspective</li> <li>• Display absolute commitment to the highest standards of professional behaviour and to promoting the welfare and safeguarding of children</li> <li>• Emotional intelligence. An ability to relate well to children and develop effective professional working relationships with adults</li> <li>• Passion, resilience, integrity and optimism</li> <li>• Approachable and empathetic to the needs of others</li> <li>• Enthusiasm and an ability to use own initiative</li> <li>• Ability to prioritise and work flexibly as workloads require, and a willingness to take ownership of tasks</li> <li>• Attention to detail and ability to actively question and clarify information</li> <li>• A role model who demonstrates professionalism at all times</li> <li>• A keen sense of humour and a positive 'can do' attitude</li> </ul>	
<p><b>INTERESTS / EXTRA CURRICULAR ACTIVITY</b></p>	<ul style="list-style-type: none"> <li>• Able and willing to undertake additional duties as part of the whole-school team</li> <li>• Willing to attend events as an ambassador for QCPS</li> </ul>	