



QUEEN'S COLLEGE PREPARATORY SCHOOL

PERSON SPECIFICATION

HEAD OF LEARNING SUPPORT

The successful candidate will have the following attributes and competencies:

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • University degree from a recognised academic institution • Recognised teaching qualification • Qualified to teach and work in the UK • A recognised SEN qualification (National Award for Special Educational Needs Coordinators) 	<ul style="list-style-type: none"> • First Aid
KNOWLEDGE	<ul style="list-style-type: none"> • Strong pedagogical knowledge, including AfL • Skilled knowledge of how to use data to track progress and identify needs • Understanding of Safeguarding and Child Protection protocols • Extensive working knowledge of the National Curriculum • Understanding of ISI regulations 	<ul style="list-style-type: none"> • An understanding of the London Independent Schools market • Understanding of safeguarding compliance issues • A good knowledge of North London Day School Consortium Exams and 11+ Common Entrance Syllabus
EXPERIENCE	<ul style="list-style-type: none"> • At least 5 years teaching experience • Experience of supporting pupils of all abilities to make excellent progress • Experience of strategic planning 	<ul style="list-style-type: none"> • Experience of implementing effective systems and structures to support academic achievement across the whole school • Experience of ISI inspections • Leadership experience within a Pre-Prep, Prep or Primary School environment
PROFESSIONAL PRACTICE	<ul style="list-style-type: none"> • Commitment to the ethos of the school • 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 • Equally comfortable leading and working as part of a team • Demonstrable commitment to personal professional development • Strong ICT skills • Excellent classroom practitioner • Outstanding high level planning and organisational skills; time management skills • A belief in the unlimited potential of every pupil 	<ul style="list-style-type: none"> • Evidence of recent professional development • Experience of managing the co-ordination of teaching assistants in support of SEN pupils

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