



WESTMINSTER SCHOOL

Deputy Head (Co-curriculum and Planning) – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Upper second-class bachelor's degree (or equivalent) in any discipline	Yes	
	A master's degree (or equivalent)		Yes
	Commitment to continuing professional development through attendance at INSET and First Aid Training as required	Yes	
	Qualified Teacher Status		Yes
	Evidence of continuing professional development	Yes	
Knowledge/Experience	Experience of management within a school environment (e.g. Head of Department / Head of House etc), particularly in a pastoral setting	Yes	
	A thorough understanding of understanding of SEND issues and regulations	Yes	
	Knowledge of various training courses and to assist with staff training and development	Yes	
	Experience in middle management within a school environment	Yes	
	Experience of effectively managing pupil behaviour	Yes	
	Understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high-quality education	Yes	
	A thorough knowledge of Safeguarding	Yes	
	Experience of managing a departmental or equivalent budget	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	The ability to work as a personal tutor to a group of students	Yes	
	The ability to work autonomously and as part of a team	Yes	
	The ability to communicate with students and to motivate and support them in their studies	Yes	
	Excellent organisational, administrative and IT skills (including Microsoft Office)	Yes	
	Excellent people skills when dealing with all members of the School community	Yes	
	The ability to develop and maintain effective relationships with all members of the school community and outside agencies	Yes	
	Possess a warm, cheerful and professional approach which inspires confidence in all members of the School community	Yes	
	Ability to manage a pastoral department	Yes	
	Ability to present effectively to all members of the school community	Yes	
	Ability to work under pressure	Yes	
	Possess a calm and efficient manner with their work	Yes	
	A willingness to attend various extracurricular activities	Yes	