



WESTMINSTER UNDER SCHOOL

Assistant Master (Academic) – Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A strong academic background, with at least a good honours degree in any discipline	Yes	
	Qualified Teacher Status	Yes	
	Safeguarding Training at Level 3 or above		Yes
	Training on collating and creating a school timetable		Yes
Knowledge and Experience	Experience managing a high performing team with a demonstrable impact, including through a period of change	Yes	
	Experience of teaching children across the full age range, from Reception to Year 8	Yes	
	Experience of creating and reviewing school policies		Yes
	Experience of timetabling with complex requirements		Yes
	Experience of tracking pupil data, and presenting this in a clear and concise manner	Yes	
	A good working knowledge of the 11+ and 13+ admissions processes and the London schools market in general	Yes	
	Knowledge of safeguarding	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 the work	Yes	

Skills and abilities	Able to formulate ideas and present them clearly to the key stakeholders, including the Master, SMT, Governing Body, pupils and wider school community	Yes	
	Ability to act as a form tutor to pupils, and support them in their studies	Yes	
	Ability to chair meetings in a respectful and inclusive manner	Yes	
	Be an outstanding classroom practitioner	Yes	
	Strong I.T. skills, specifically with Microsoft Office	Yes	
	Excellent time management, problem-solving and organisational skills	Yes	
	Strategic thinking, able to see the big picture but with an eye for and understanding of the day-to-day detail	Yes	
	Have an appreciation of the whole school perspective on all matters	Yes	
	Excellent written and verbal communication skills, with a high standard of English, with the ability to write clearly and confidently to parents and staff.	Yes	
	Highly developed inter-personal skills, and the ability to work effectively and productively with all relevant stakeholders	Yes	
	High standards and outstanding levels of professional and personal integrity	Yes	
	Ability to work autonomously and as part of a team	Yes	