



ASSISTANT HEAD (PASTORAL) PERSON SPECIFICATION

EDUCATION	Essential	Desirable
Good honours Graduate	√	
Qualified Teacher status	√	
Evidence of relevant Continuing Professional Development and its successful application	√	
Higher degree or professional qualification		√
Commitment to lifelong learning for self and others		√
PREVIOUS EXPERIENCE		
Proven track record of successful leadership, ideally 2-3 years	√	
Successful leadership of people, e.g. as Head of Year or Head of Department	√	
Confidence with IT and database technology	√	
Familiarity with school marketing, finances and strategic planning	√	
Successful delivery of whole school plans and initiatives	√	
SHAPING THE FUTURE		
The determination to help articulate and gain support for a clear vision	√	
Experience in presenting with clarity, passion and vision to staff, girls and parents	√	
Experience in drawing up a departmental improvement plan which clearly supports school improvement	√	
Experience in planning, leading and delivering a whole school initiative	√	
The courage to motivate and encourage others and to challenge underperformance	√	
Experience and commitment to convincing how new technologies help school improvement		√
Prepared to be actively involved in the marketing of the school	√	
LEARNING AND TEACHING		
Commitment to the education of the whole person, promoting her social and emotional well being as well as her intellectual development	√	
Experience in teaching in all Key Stages (3-5) and across all ability ranges	√	
Commitment to independent all girls' education	√	

Supportive of the school's Christian ethos	√	
Commitment to promoting and working with different learning styles and multiple intelligences	√	
Commitment to developing all members of the school community	√	
ORGANISATIONAL MANAGEMENT		
Good and current knowledge of current trends and practices in education	√	
Joined up approach to pastoral, co-curricular, academic and financial matters	√	
Ability to deal with people effectively, sensitively and efficiently and to be sensitive to their position in relation to the school	√	
Skill and willingness to challenge and change underperformance	√	
Commitment to securing individual accountability	√	
Able to reflect on own personal contribution to school achievement	√	
Commitment to working collaboratively with all members of the school community	√	
PERSONAL QUALITIES		
Sense of humour	√	
Skilled and effective diplomatic communicator	√	
Honest, reliable, energetic and possessing integrity	√	
Effective problem solving, negotiation and mediation skills	√	
Decisive and collaborative	√	
Proven commitment to be fully involved in the life of the school, and to work unsocial hours when required, but understanding the importance of work / life balance	√	
Able to delegate effectively, work to people's strengths and help them achieve their best	√	
Enthusiasm	√	
Excellent oral and written communication skills	√	
Proactive and creative with a very keen eye to detail	√	
Excellent organisational skills	√	