



Bishop's Stortford College

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Person Specification: Director of Studies

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Qualifications/Professional Development	<ul style="list-style-type: none"> • Graduate of recognised British University or international equivalent • A commitment to develop as a school leader 	<ul style="list-style-type: none"> • Post graduate qualification in education • Evidence of recent professional development • NPQML or NPQSL 	CV, Application Form CV, Covering Letter, Application Form
Job Related Skills and Knowledge:	<ul style="list-style-type: none"> • Excellent classroom practitioner • Creative approach to problem solving • Ability to lead by example and provide direction • Good ICT skills • Ability to prioritise and work to tight deadlines • Knowing what a good lesson looks like • Understanding what makes an exciting and challenging curriculum 	<ul style="list-style-type: none"> • Experience of Independent Preparatory/Junior School • Understanding of relevant regulatory requirements • Experience of budget management • Understanding of Key Stage 1 and the EYFS • Experience of timetabling 	Lesson observation Covering Letter, CV, Application Form and Interview References
Additional Skills:	<ul style="list-style-type: none"> • Flexibility • Excellent communication skills • Calmness under pressure • Employ diplomacy and tact in dealing with challenging situations 	<ul style="list-style-type: none"> • Ability and enthusiasm to coach games, become involved in activities and offer extra-curricular support 	Covering Letter, CV, Application Form, References and Interview
Personal Qualities:	<ul style="list-style-type: none"> • Ability to get on with colleagues and pupils • Sense of Humour • Energy and commitment • Loyalty • Empathy with a collegiate approach to management • A sense of perspective • Good organisational ability, self-motivated 	<ul style="list-style-type: none"> • Smart appearance • Occasionally inspirational 	Covering Letter, CV, Application Form, References and Interview
Other Requirements:	<ul style="list-style-type: none"> • Physically fit to undertake the challenges of the position • Enhanced DBS check 		Interview, Medical Questionnaire and References References will be arranged and funded by College