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| **PERSON SPECIFICATION – Assistant Headteacher** | | | |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Honours degree in a relevant subject * Teaching qualification together with Qualified Teacher Status (QTS) | * Middle Management professional development courses attended | Production of Applicant’s certificates |
| **Experience** | * Experience of school based leadership * Experience of leading and inspiring others * Evidence of continued career development * Experience of teaching pupils in Key Stage 2 * Familiarity with 11+ entrance exams, including scholarship examinations | * Evidence of mentoring and supporting colleagues * Experience of working in the independent sector * Evidence of leading staff training and development * Evidence of leading change * Experience of teaching in KS1 and/or KS3 | Contents of Application Form    Interview    Professional references |
| **Skills** | * Demonstrate an enthusiastic and imaginative approach to teaching * Able to use an appropriate range of learning and teaching strategies * An understanding of how assessment can improve student performance * Ability to use tracking and assessment data on SIMS to raise standards * A confident & competent user of ICT * Excellent oral and written communication skills | * Ability to offer specialist teaching in one or more subject areas * Ability to teach other subjects | Contents of Application Form    Interview    Professional references |
| **Knowledge** | * Awareness of curriculum development * Knowledge of National Curriculum, Key Stage 2 * Subject knowledge sufficient to challenge able students and achieve high outcomes at KS2 * Knowledge and understanding of how ICT can be used in the teaching and learning. * Awareness of safeguarding and pastoral issues * Appreciation of the ethos of an independent day school | * Knowledge of National Curriculum, Key Stages 1 and 3 * Knowledge/experience of 11+ preparation * Knowledge of local secondary schools; Independent, Selective Grammar Schools and non-selective maintained schools | Contents of Application Form    Interview    Professional references |
| **Suitability** | * \*Enhanced DBS/Barred list check * Up-to-date Safeguarding Level 1 training * Committed to the safeguarding of children * Good references * Successful Prohibition Order check * Right to work in the UK * Proof of ID and address * Accurate and suitable CV/ application form | * Values and respects the views and needs of children and young people * Evidence of CPD in other areas of safeguarding | Proof of ID  Proof of address  Documents necessary for DBS check  Application Form  Professional references |
| **Personal competencies and qualities** | * A commitment to lifelong learning * Motivational leader * Flexible, adaptable and persuasive * Ability to work under pressure * Enthusiasm and a positive outlook. * The ability to work independently and collaboratively as a member of a team * Creativity in problem solving together with a willingness to take on or try new approaches and ideas * A positive attitude towards professional development and personal learning * Reliability and integrity * Good personal organisation * A good attendance record |  |  |

\*Mayfield Preparatory School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers to share this commitment. The interview will include questions relating to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory Enhanced Criminal Records check.