

# **HEAD OF PRIMARY: PERSON SPECIFICATION**

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| **Qualifications/Training** | Essential | Desirable |
| * Qualified teacher with a minimum of ten years teaching experience.
 | ✓ |  |
| * A minimum of five years in a senior management role in the UK.
 | ✓ |  |
| * Evidence of continuous professional development and commitment to further professional development.
 | ✓ |  |
| * Masters Degree in Educational Management.
 |  | ✓ |
| * Experience in an international school setting.
 |  | ✓ |
| **Motivation** |
| * A passion to lead the team of primary teachers founded on experience and through modeling the best classroom practice
 | ✓ |  |
| **Knowledge** |
| * Demonstrate an understanding of the theory of effective teaching and learning and school improvement.
 | ✓ |  |
| * Possess a knowledge of current initiatives in the National Curriculum.
 | ✓ |  |
| * Effective budget management.
 | ✓ |  |
| * Timetable construction at Primary level.
 |  | ✓ |
| **Experience** |
| * Managing, leading and developing team and individual performance.
 | ✓ |  |
| * Experience as a Head of Primary in a UK school
 | ✓ |  |
| * Experience as a Head of Primary in an international school.
 |  | ✓ |
| * Evidence of creating innovative ways of promoting a CPD environment.
 | ✓ |  |
| **Skills** |
| * Lead and inspire a team to promote the aims and objectives of the school.
 | ✓ |  |
| * Utilise resources effectively to ensure that the teaching commitments of the Primary school are effectively and efficiently used.
 | ✓ |  |
| * Develop strong relationships with local communities.
 | ✓ |  |
| * Communicate effectively to a wide range of audiences.
 | ✓ |  |
| * Understand the role of the Primary school within the whole school.
 | ✓ |  |
| * Reliable with an attention to detail and a commitment to quality.
 | ✓ |  |
| * Utilise IT effectively.
 | ✓ |  |
| * Excellent organizational, interpersonal and time-management skills.
 | ✓ |  |
| **Personal Attributes** |
| * High levels of personal integrity.
 | ✓ |  |
| * Passionate about learning.
 | ✓ |  |
| * Personable and approachable.
 | ✓ |  |
| * Able to motivate self and others.
 | ✓ |  |
| * Positive and enthusiastic.
 | ✓ |  |
| * Remain calm under pressure.
 | ✓ |  |
| * Team player
 | ✓ |  |
| * Confident.
 | ✓ |  |
| * Loyal.
 | ✓ |  |
| * Resourceful
 | ✓ |  |
| * Sense of humour
 | ✓ |  |
| * Flexible
 | ✓ |  |
| * Comfortable living and working in a different culture.
 | ✓ |  |
| * Able to see cultural differences as exciting opportunities.
 | ✓ |  |

HoP/PersonSpecification/01/12/2017