

# **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