

**PERSON SPECIFICATION**

**DIRECTOR OF STUDIES - JUNIOR SCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS** | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| A good honours degree | 🗸 |  | * Appropriate original certificates |
| A teaching qualification | 🗸 |  | * Appropriate original certificates |
| Higher degrees |  | 🗸 | * Appropriate original certificates |
| Membership of professional body relevant to subject |  | 🗸 | * Appropriate original certificates |
| A mathematics specialism |  | 🗸 | * Application Form * Appropriate original certificates |
| **EXPERIENCE** | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Experience of teaching at Key Stage 2 | 🗸 |  | * Application Form * Interviews * References |
| Experience of teaching at Key Stage 3 |  | 🗸 | * Application Form * Interviews * References |
| Experience as a Form Tutor or similar pastoral role in a Junior School | 🗸 |  | * Application Form * Interviews * References |
| Experience of teaching Years 5 and 6 in preparation for 11+ examinations, Common Entrance and Boarding School Examinations |  | 🗸 | * Application Form * Interviews * References |
| Experience of preparing references for other Schools |  | 🗸 | * Application Form * Interviews * References |
| Experience of management in an Independent School, including time-tabling, tracking and curriculum development |  | 🗸 | * Application Form * Interviews * References |
| **BASIC SKILLS,**  **CHARACTERISTICS & COMPETENCIES** | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Appreciation of the needs of Key Stage 2 children | 🗸 |  | * Teaching lesson * Opportunities at interviews to recount experience |
| Appreciation of the ethos of a girls’ independent day school | 🗸 |  |  |
| Have a demonstrable interest in current educational initiatives within Key Stages 2 and a commitment to ongoing personal, professional development | 🗸 |  | * Questions asked during interviews |
| Excellent communication skills | 🗸 |  | * Interviews and teaching lesson |
| Advanced research skills |  | 🗸 | * Opportunities at interviews to recount experience and interview task |
| A willingness to undertake appropriate training to develop teaching skills and subject knowledge | 🗸 |  | * Opportunities at interviews to recount experience |
| Knowledge, understanding and competence in ICT and appropriate software packages and experience of teaching with iPads | 🗸 |  | * Teaching lesson * Opportunities at interviews to recount experience and interview task |
| Behaviour management skills | 🗸 |  | * Teaching lesson * Opportunities at interviews to recount experience |
| Learning support skills |  | 🗸 | * Teaching lesson * Opportunities at interviews to recount experience |

|  |  |  |  |
| --- | --- | --- | --- |
| Good eye for attractive displays in order to make the classroom a welcoming and inviting place |  | 🗸 | * Opportunities at interviews to recount experience or to give ideas for these |
| Awareness and understanding of safeguarding and welfare of children | 🗸 |  | * Questions at interview to test attitudes towards and knowledge of children’s safeguarding and welfare * Reference |
| A willingness to be involved in the wider life of the School | 🗸 |  | * Opportunities at interviews to recount experience or to give ideas for these |
| **PERSONAL QUALITIES** | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Sense of humour | 🗸 |  | * Opportunities at interview * Reference |
| Enthusiasm and energy | 🗸 |  | * Opportunities at interview * Reference |
| Self-motivation | 🗸 |  | * Opportunities at interview * Reference |
| Commitment | 🗸 |  | * Opportunities at interview * Reference |
| Patience and diplomacy | 🗸 |  | * Opportunities at interview * Reference |
| Flexibility, resilience and excellent  organisational skills | 🗸 |  | * Opportunities at interview * Reference |
| Ability to seek and take advice | 🗸 |  | * Opportunities at interview * Reference |