

**PERSON SPECIFICATION**

**DIRECTOR OF STUDIES - JUNIOR SCHOOL**

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| **QUALIFICATIONS**  |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| A good honours degree | 🗸 |  | * Appropriate original certificates
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| 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
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| **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
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| Experience as a Form Tutor or similar pastoral role in a Junior School | 🗸 |  | * Application Form
* Interviews
* References
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| Experience of teaching Years 5 and 6 in preparation for 11+ examinations, Common Entrance and Boarding School Examinations |  | 🗸 | * Application Form
* Interviews
* References
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| Experience of preparing references for other Schools |  | 🗸 | * Application Form
* Interviews
* References
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| Experience of management in an Independent School, including time-tabling, tracking and curriculum development |  | 🗸 | * Application Form
* Interviews
* References
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| **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
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| 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
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| Excellent communication skills | 🗸 |  | * Interviews and teaching lesson
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| Advanced research skills |  | 🗸 | * Opportunities at interviews to recount experience and interview task
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| A willingness to undertake appropriate training to develop teaching skills and subject knowledge | 🗸 |  | * Opportunities at interviews to recount experience
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| 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
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| Behaviour management skills | 🗸 |  | * Teaching lesson
* Opportunities at interviews to recount experience
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| Learning support skills |  | 🗸 | * Teaching lesson
* Opportunities at interviews to recount experience
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| 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
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| 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
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| A willingness to be involved in the wider life of the School | 🗸 |  | * Opportunities at interviews to recount experience or to give ideas for these
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| **PERSONAL QUALITIES** |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Sense of humour | 🗸 |  | * Opportunities at interview
* Reference
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| Enthusiasm and energy | 🗸 |  | * Opportunities at interview
* Reference
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| Self-motivation | 🗸 |  | * Opportunities at interview
* Reference
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| Commitment | 🗸 |  | * Opportunities at interview
* Reference
 |
| Patience and diplomacy | 🗸 |  | * Opportunities at interview
* Reference
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| Flexibility, resilience and excellent organisational skills | 🗸 |  | * Opportunities at interview
* Reference
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| Ability to seek and take advice | 🗸 |  | * Opportunities at interview
* Reference
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