

**Appointment of Head of Pre Prep**  
**PERSON SPECIFICATION QUALIFICATIONS AND PREVIOUS EXPERIENCE**

The role of Head of Pre Prep requires a broad range of skills and experience and it is unlikely that any individual will possess all the relevant qualifications and experience across the range of duties. Candidates for this post are likely to possess the following qualifications and experience:

**Experience**

(Application form)

1. Relevant degree
2. Teaching qualification
3. Significant teaching experience (with QTS) with outstanding record as teacher, with excellent knowledge of curriculum requirements at Key Stages 0-2
4. Significant experience of line management and ability to inspire, engage and drive performance improvement

**Skills and Ability**

(Application Form and interview)

5. Outstanding interpersonal skills with significant evidence of ability to communicate in the appropriate style with colleagues, pupils, parents and external agencies
6. Competent, confident and inspirational presenter
7. Ability to think and act strategically and creatively
8. Highly analytical with proven experience of leading and managing innovation and change and developing short, medium and long term strategies
9. Proven experience of contributing and delivering marketing and promotional strategies
10. Proven experience in managing and leading safeguarding
11. High level of IT literacy, especially in Microsoft Word, Excel and PowerPoint