



PERSON SPECIFICATION

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| JOB TITLE | Head of Prep School English & Literacy |
| DEPARTMENT/SECTION | Preparatory School |

| CRITERIA | ESSENTIAL | DESIRABLE |
|--|---|--|
| <i>Essential: These are qualities without which the Applicant could not be appointed</i> <i>Desirable: These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i> | | |
| QUALIFICATIONS: | | |
| <ul style="list-style-type: none"> A relevant honours degree from a recognised university in the UK or overseas PGCE/QTS | X | X |
| EXPERIENCE: | | |
| <ul style="list-style-type: none"> Proven excellence as a classroom practitioner in Upper KS2 Appropriate co-curricular interests and experience Experience of daily contact with pupils, parents and staff | X X X | |
| KNOWLEDGE & SKILLS: | | |
| <ul style="list-style-type: none"> Ability to inspire and motivate pupils Excellent communicator, orally and in writing, with pupils, parents and staff Driven and motivated with proven leadership skills Strong organisational and time management skills Ability to utilise and develop departmental teaching strategies and resources Excellent interpersonal skills Proficiency in ICT and the ability to use ICT appropriately to support learning A willingness to be involved in the co-curricular life of the School A clean driving licence. A D1 minibus licence or a willingness to obtain one. Excellent interpersonal skills A 'can do' approach High level of self-motivation Confidentiality and diplomacy Integrity, stamina and sound judgement A sense of humour | X X X X X X X X X X X X X X X | X X X X X X |
| APTITUDES: | | |
| <ul style="list-style-type: none"> Ability to work within a team Ambitious for the School and its pupils | X X | |

| KNOWLEDGE: | | |
|---|----------------------------|--------|
| <ul style="list-style-type: none"> • Good understanding of National Curriculum • Excellent knowledge of English teaching methods appropriate for R-Year 6 • Ability to utilise teaching strategies to allow learners to make good progress compared to their previous attainment • Understanding of safeguarding and pastoral issues • Experience of best practice in data analysis and tracking of student progress | X X X X | X |
| PERSONAL COMPETENCIES AND QUALITIES: | | |
| <ul style="list-style-type: none"> • Passion for English and English teaching • Pragmatism and 'can do' approach • Ability to prioritise and remain calm under pressure • Flexible, resilient and well organised • Desire to be fully involved in a busy prep school • Resilience, commitment and confidence • Ability to advise pupils, parents and staff insightfully. • Commitment to continuing professional development of self and colleagues | X X X X X X | X X |