



Person Specification

Head of Preparatory School

| | ESSENTIAL | DESIRABLE |
|------------------------------|--|--|
| Education and Qualifications | <p>Educated to degree or equivalent level</p> <p>Qualified Teacher Status</p> <p>An outstanding teacher</p> <p>Up to date knowledge of curriculum and assessment developments</p> <p>Successful teaching record with relevant teaching experience</p> <p>Ability to use data and strategic information to raise pupil attainment</p> <p>ICT competency</p> <p>Knowledge and understanding of safeguarding issues</p> | <p>NPQH or equivalent</p> <p>Evidence of further professional study and/or qualification Specialist Knowledge and Skills</p> |
| Leadership and Management | <p>Experience in a managerial capacity</p> <p>Ability to lead or chair meetings effectively and delegate actions</p> <p>Ability to set clear expectations, to demand high standards and to hold others to account</p> <p>Positive attitude towards change</p> <p>Innovative and self-reflective</p> <p>The ability to plan and prioritise, to complete tasks efficiently on time, and to work with detail</p> <p>The ability to make accurate judgements about the quality of teaching and learning and use that information to raise standards</p> <p>The ability to motivate and enthuse colleague</p> | |

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
+44 (0)1202 714110 | prep-admin@bcschool.co.uk
Miss Kay Smith Headteacher

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY
+44 (0)1202 436550 | senior-admin@bcschool.co.uk
Mr Russell Slatford MA (Cantab) Headmaster

Bright Scholar (BCS) Management Limited. Registered Office: Bournemouth Collegiate School,
College Road, Bournemouth Dorset BH5 2DY, Registered in England No: 11494533
VAT number 310 8161 44

bournemouthcollegiateschool.co.uk



PART OF
CATS
GLOBAL SCHOOLS



| | | |
|-------------------------|--|--|
| | <p>Excellent communication and interpersonal skills</p> <p>Good negotiating skills and the ability to diffuse situations</p> <p>Resilience when faced with complex situations</p> | |
| Relevant Experience | <p>Recent experience in a preparatory school or primary sector</p> <p>An ability to deliver outstanding lessons</p> <p>A thorough knowledge of the National Curriculum and all related government initiatives</p> <p>A knowledge and understanding of monitoring and evaluation procedures</p> <p>Financial management of academic or other budgets</p> | <p>Ability to work with iSAMS or other school management system</p> <p>Marketing within an educational context</p> <p>Designated Safeguarding Lead</p> |
| Additional Requirements | <p>Commitment to continuous improvement</p> <p>Commitment to meeting the needs of all pupils</p> <p>Flexible approach</p> <p>Approachable and sensitive to the needs of others</p> <p>Openness and willingness to address and discuss relevant issues</p> <p>Presence, drive and passion</p> <p>Excellent organisation and the ability to work under pressure</p> <p>A tolerant and inclusive attitude towards others – young people and adults.</p> | |