



Hawkesdown House School

Endeavour • Courage • Truth

Person Specification - Director of Studies and Class Teacher

CRITERIA	ESSENTIAL	DESIRABLE
Personality	<ul style="list-style-type: none"> • Flexible in approach and able to think on your feet in response to different people and situations. • Enthusiasm for the role. • Flexible, friendly and professional approach. • Confident and able to deal with difficult situations in a calm manner. • Sense of humour. • Punctuality. 	
Communication	<ul style="list-style-type: none"> • Excellent communication skills, both in speech and the written word. 	
Aptitude	<ul style="list-style-type: none"> • Ability to work on own initiative and prioritise workload. • Ability to initiate and implement ideas. • Computer literate. • Good planning/organisational skills. • To be able to communicate effectively and develop positive relationships. • Ability to coach/mentor colleagues. • To be able to communicate effectively and develop positive relationships with adults, children and outside agencies. 	
Physical Requirements	<ul style="list-style-type: none"> • Smart, professional appearance, appropriate to an independent school. 	
Relevant Experience	<ul style="list-style-type: none"> • QTS • Experienced classroom practitioner, with a thorough knowledge of curriculum planning, implementation and assessment. • Knowledge of child development and behaviour. • Experience of teaching a range of abilities. • Knowledge of Safeguarding Children and Safer Recruitment. • Experience of creating, implementing and monitoring the effectiveness of policies and procedures. 	<p>Management experience.</p> <p>Experience of taking children through 7+, 8+ or 11+ exams to leading London independent schools.</p> <p>Experience in the independent sector.</p> <p>Knowledge of implementing GL Assessments and/or InCAS.</p>
Other Requirements	<ul style="list-style-type: none"> • Flexibility in working hours, to take into account the demands of the role. 	