



**Phoenix House**  
International School

**Assistant Head - Pre-Prep**  
**Person Specification**

<b>Knowledge, Skills and Experience</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>● Previous leadership experience at least to the level of head of key stage or year group in a UK school.</li> <li>● Knowledge of EYFS Development Matters curricula across the range of prime and specific areas</li> <li>● Knowledge of and engagement in the most up-to-date EYFS teaching and learning pedagogy</li> <li>● Experience of successful delivery of key stage development projects</li> <li>● The ability to teach at an outstanding level, drawing from a range of educational influences</li> <li>● Experience of successful performance monitoring of teaching staff members</li> <li>● A strong understand of the value of the arts in an Early Years setting, especially in drama and/or early poetry</li> <li>● An understanding of the operational aspects of managing an independent pre-prep school, including HR, admissions, marketing, finance, H&amp;S</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>● Experience in an independent pre-prep school setting</li> <li>● Knowledge of 5+ school transition processes</li> <li>● Understanding inspection preparation and how to achieve successful outcomes from an inspection or accreditation/</li> </ul>
<b>Professional Qualifications</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>● Undergraduate degree</li> <li>● PGCE or equivalent qualification</li> <li>● Evidence of regular and broad CPD in relation to an EYFSPre-prep school setting</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>● Appropriate school-oriented leadership qualification</li> <li>● DSL appropriate training and qualifications</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>● Team player with first rate interpersonal skills, with the ability to communicate well with children and adults</li> <li>● Ability to positively challenge and inspire colleagues</li> <li>● The ability to effectively lead people with a range of personality types</li> <li>● Ability to take responsibility for others' performance and be able to lead by example</li> <li>● Tenacity and commitment while working under pressure</li> <li>● The ability to synthesise information quickly and effectively whilst maintaining an intensive workload</li> <li>● High levels of efficiency, organisation, and adaptability to changes in circumstances</li> <li>● High degree of emotional intelligence, especially the qualities of self-awareness and self-regulation</li> <li>● The ability to think strategically as well as tactically</li> </ul>	

- Approachability and a sense of humour