



ALLEYN COURT PREPARATORY SCHOOL

Person Specification

Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.

We aim to make it so.

CRITERIA	QUALITIES	REQUIRED DESIRED
Qualifications and training	<ol style="list-style-type: none"> 1. Qualified teacher status 2. Degree 3. National professional qualification for headship (NPQH) 4. Evidence of further reading and enquiry into school management 	<ol style="list-style-type: none"> 1. R 2. R 3. D/R 4. R
Experience	<ol style="list-style-type: none"> 1. Successful leadership and management experience with an understanding of the ethos of an independent school 2. Teaching experience across both KS1 and 2 3. Involvement in school self-evaluation and development planning 4. Demonstrable experience of successful line management and staff development 5. Marketing – school website and social media 6. Experience of personal appraisal impacting on performance 7. Creating and managing teams 	<ol style="list-style-type: none"> 1. R 2. D/R 3. R 4. R 5. D/R 6. R 7. R
Skills and knowledge	<ol style="list-style-type: none"> 1. Data analysis skills, and the ability to use data to set targets and identify weaknesses 2. Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve 3. Understanding of school finances and financial management in an independent setting 4. Effective communication and interpersonal skills 5. Ability to communicate a vision and inspire others 6. Ability to build effective working relationships with staff and parents 7. Understanding of the Montessori principles 	<ol style="list-style-type: none"> 1. R 2. R 3. R 4. R 5. R 6. R 7. D



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Personal qualities	<ol style="list-style-type: none">1. Commitment to uphold the 7 principles of public life (the Nolan principles) at all times2. A commitment to being the 'public face' of the school3. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school4. Ability to work under pressure and prioritise effectively5. Commitment to maintaining confidentiality at all times6. Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position7. Commitment to engaging with professionals from other educational establishments/Associations/Local Authority	<ol style="list-style-type: none">1. R2. R3. R4. R5. R6. R7. R
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____