

ROSEMEAD PREPARATORY SCHOOL

PERSON SPECIFICATION for post of DEPUTY HEAD

This Person Specification is a picture of the skills, knowledge and experience needed to carry out the above role. It will be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used specifically for the purpose of shortlisting.

JOB TITLE: Deputy Head

1. Job Related Knowledge:

- Child Development (S)
- Current developments in education
- Understanding of classroom organisation & management
- Evidence of curriculum expertise.
- Knowledge and understanding of the Assessment requirements for National Curriculum and DfE regulations (S)
- Knowledge and experience of the 11+ entry process to senior schools

2. Aptitude & Skills:

- Ability to communicate appropriately with children, parents, staff and governors. (S)
- Ability to foster positive attitudes towards school and learning, with high expectations
- Ability to form good working relationships and commitment to teamwork.
- Ability to demonstrate good classroom practice (S)
- Ability to maintain up-to-date records of children's progress and to report to parents as prescribed by the School's Policy (S)
- Ability to use assessment and tracking to inform planning
- Ability to share areas of strengths/knowledge and a commitment to continual professional development. (S)

3. Experience:

- Relevant work experience (S)
- Have proven management and curriculum experience (S)
- Experience of teaching in both KS1 and KS2 (S*)
- Experience of teaching in a variety of schools
- Any voluntary or work experience with children
- Relevant training (S*)

4. General Education:

- Qualified Teacher Status. (S*)
- Up-to-date and relevant INSET (as appropriate) (S*)
- Willing to undertake on-going leadership training/qualifications.

5. Personal Qualities:

- A commitment to the ethos of the school as detailed in the School Aims (S*)
- Friendly and caring, with a sense of humour.
- Ability to adapt to different situations.

6. Physical:

- Generally must meet health requirements for the post.
- Willing to undertake full medical at school's expense, if requested to do so.

7. Equal Opportunities:

- A commitment to implement the school's Equal Opportunities Policy. (S*)
- Awareness of Equal Opportunities issues