



Personnel Specification

Primary Headteacher

1. Qualifications

Essential

- A Bachelor's /Master's Degree with a recognised teaching qualification

2. Knowledge

Essential

- In-depth knowledge and understanding of the National Curriculum of England and/or Cambridge International Curriculum.

OR

- Experience of PYP International Baccalaureate/other curricula provided there is evidence that knowledge can be transferred to successfully working within an English NC framework.
- Understanding of how children learn in a high achieving and successful school.
- Evidence of strong professional subject knowledge.
- Understanding of the use of data to raise standards.
- Strategies for improving the quality of teaching and learning to become a high- performance school.
- Understanding of current approaches to teaching literacy and numeracy.
- Understanding of appropriate strategies for managing pupils' behaviour.
- Evidence of understanding the range of ITC for learning and for management.

3. Experience

Essential

- Minimum of 7 years primary teaching experience.
- Recent leadership and management experience in a primary school.
- Experience in line management of teaching staff.
- Experience of managing budgets and resources at some level.
- Routine and confident use of ITC packages for learning and for communication with all stakeholders including e-learning to enhance curriculum delivery.
- Building and sustaining effective working relationships with staff, management, and parents in the wider community.
- Contribution to a school team that has enhanced pupil/school levels of attainment.
- Evidence of delivering co-curricular programmes that enhance the life of the school.

S

Desirable

- Evidence of the development of policy and/or curriculum schemes of work.
- A variety of teaching experience across the primary age range.
- Evidence of delivering whole school/key stage professional development training.
- Evidence of personal commitment to continuous professional development.
- Experience of working in an international school.
- Living or working in Africa.

4. Skills

Essential

- Ability to plan lessons effectively for all pupils in a class, setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues.
- Ability to coach and mentor individuals to achieve specific outcomes.
- A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships.
- Inspirational delivery in the classroom through a variety of different teaching strategies.
- Effective inter-personal skills that enable the handling of staff and parental concerns with tact and diplomacy within a calm environment to reach a resolution.
- Be confident and sympathetic in dealing with pupils of all academic abilities.
- Ability to communicate fluently and accurately orally and in writing to a wide range of audiences.
- Express and model clear educational and personal values to pupils, staff and parents.
- Excellent time management and organizational skills.
- Strong planner with efficient organisational skills and with the ability to forward plan and review effectively.

5. Personal Qualities

Essential

- Passionate about delivering quality learning.
- Willing and eager to help build a growing school and contribute ideas and readily accept new ideas.
- Able to command the respect of pupils, staff, and parents.
- Able to maintain confidentiality.
- Operate with an innate sense of justice and integrity.
- Demonstrate enthusiasm, initiative and determination working as a role model for the staff, pupils, and parents.
- Adaptable and flexible to changing circumstances, including the ability to anticipate problems and offer solutions and capable of tolerating frustrations which are often beyond an individual's control.
- Willing to recognize and celebrate pupil and staff success.