

MAYFIELD PREPARATORY SCHOOL
APPOINTMENT OF DEPUTY HEAD (ACADEMIC)
PERSON SPECIFICATION

Attributes	Essential	Desirable	How measured
Qualifications			
	Qualified teacher status		Certification
		Evidence of recent Continuing Professional Development	Application form
Experience			
	Experience of teaching within the age range 2 to 11		Application form References
	Evidence of effective management	Experience in a leadership position in education	Application form, letter and selection process References
		Experience of engaging with external partners in the local community	Application form, letter and selection process
Knowledge and Skills			
	Ability to manage the school on a day-to-day basis	Able to manage timetabling	Application form, letter and selection process
	High level of written and oral communication skills	Involvement in the writing and monitoring of school development plans and policies Experience in dealing with personnel issues	Application form, letter and selection process

	Computer literacy		Application form, letter and selection process
	Ability to establish systems and a culture that safeguards and promotes the welfare of pupils		Selection process and reference
	Knowledge and understanding of current issues and best practice in education		Letter and selection process
Personal qualities			
	Sound judgment	Ability to relate to all members of the wider school community including the governing body	Application form, letter, selection process and reference
	Integrity		Application form, letter, selection process and reference
	Strong personal motivation and drive		Application form, letter, selection process and reference
	Proven team player		Application form, letter, selection process and reference
	Commitment to ensuring inclusion.		Application form, letter, selection process and reference
	Evidence of health, punctuality, and regular attendance		Application form, letter, and reference
	Ability to work under pressure		Application form, letter, selection process and reference
Interests, motivation and commitment			
	Commitment to a high performing and self-critical school	Interests outside education	Application form, letter, selection process and reference

	Commitment to the development of the individual through a range of extra-curricular activities	Commitment to achieving a satisfactory work/life balance	Application form, letter, selection process and reference
	Commitment to offering a curriculum appropriate to the needs of all pupils		Application form, letter, selection process and reference
	Commitment to working collaboratively with the Headmaster and governing body		Application form, letter, selection process and reference
	Commitment to continuous improvement		Application form, letter, selection process and reference
	Commitment to the ethos of independent education		Application form, letter, selection process and reference