



**BUCKINGHAM PREPARATORY SCHOOL**  
AN INDEPENDENT SCHOOL FOR BOYS



## **DIRECTOR OF STUDIES**

### **Person Specification**

	Selection criteria	Required	Desirable
<b>1. Qualifications and Experience</b>	• Qualified teacher status	✓	
	• Proven knowledge and teaching experience of the 11+ examination process	✓	
	• Considerable successful teaching experience of the age range and range of needs served by the school.	✓	
	• To have experience of monitoring ISI regulations.		✓
	• Experience of teaching KS2 Maths, English and Verbal Reasoning.	✓	
	• Knowledge of school management systems.		✓
	• Ability to use Excel to create spreadsheets – (training can be provided).		✓
<b>2. Strategic direction and development of the school</b>	• Ability to provide clear educational vision and direction and lead by example.	✓	
	• Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	✓	
	• Evidence of introducing effective strategies for improvement.	✓	
	• Knowledge of current educational developments and statutory requirements.	✓	

	<ul style="list-style-type: none"> <li>Ability to work in partnership with other schools to share strengths and support development.</li> </ul>		✓
<b>3. Leading and managing staff</b>	<ul style="list-style-type: none"> <li>Ability to lead, manage and motivate whole school community.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to plan, allocate, delegate support and evaluate work undertaken by groups, teams and individuals.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to coach and mentor staff to improve performance.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to lead in-service training.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Ability to consult and negotiate effectively with different stakeholders involved with the school, including pupils.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The ability to work with calmness and good cheer when under pressure.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>To be capable of discussing issues and ideas constructively and sensitively, and of working loyally as part of a team.</li> </ul>	✓	
<b>4. Standards and Teaching and learning</b>	<ul style="list-style-type: none"> <li>Evidence of having raised standards.</li> </ul>		✓
	<ul style="list-style-type: none"> <li>Ability to collect, analyse and use data on pupils' progress and performance to raise standards using appropriate IT systems.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to set and achieve challenging targets for the school, departments, teachers and pupils.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Understanding of the principles of good curriculum provision.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Evidence of successfully engaging children through an exciting and innovative curriculum.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Understanding of the role of assessment in children's learning.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Successful experience of monitoring, evaluating and improving the quality of teaching and learning.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils.</li> </ul>	✓	
<b>5. Deployment of staff and resources</b>	<ul style="list-style-type: none"> <li>Experience of recruiting, selecting and deploying staff.</li> </ul>		✓

<b>6. Suitability to work with children</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate professional relationships and personal boundaries with children and young people.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Appropriate attitudes to use of authority and maintaining discipline.</li> </ul>	✓	
<b>7. Safeguarding</b>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding legislation, safer working practices.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Evidence of promoting the welfare of pupils.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>To have experience of being involved in the safeguarding team.</li> </ul>		✓
<b>8. Other skills and abilities</b>	<ul style="list-style-type: none"> <li>Ability to manage time well and work under pressure to deadlines.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Effective ICT skills.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Effective interpersonal, communication and presentation skills.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to write clearly and accurately and communicate effectively with an appropriate sense of audience.</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Resilience, flexibility and ability to retain a sense of perspective.</li> </ul>	✓	

Buckingham Prep School is committed to staff CPD and training can be offered if needed.