



# West Lodge School

A co-educational prep school for 3-11 year olds

## PERSONAL SPECIFICATION – Assistant Head Teacher or Deputy Head Teachers

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Educated to good honours degree level</li> <li>• Evidence of continuing professional development relevant to the post</li> <li>• Training in the relevant strategies suitable to post eg: literacy and numeracy interventions, dyslexia, ASD</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training</li> </ul>	Application form  Certificates
Experience	<ul style="list-style-type: none"> <li>• Experience in an management or leadership role for at least 12 months</li> <li>• Experience as a Primary school Teacher</li> <li>• Experience of working with pupils with additional needs – learning, emotional, social and behavioural</li> <li>• The monitoring, assessment recording and reporting of pupils' progress</li> <li>• Demonstration of high expectations of pupils' achievements and behaviour</li> <li>• Able to personalise learning to meet the needs of all pupils</li> <li>• An awareness of safeguarding and Child Protection issues</li> <li>• Evidence of consistently good or excellent teaching</li> <li>• Proven successful behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of supporting the successful integration of children from different backgrounds</li> <li>• A good understanding of strategies to manage change</li> <li>• Up-to-date knowledge of educational developments</li> </ul>	Application Form  Interview  References
Training	<ul style="list-style-type: none"> <li>• Well informed about current developments in education and in raising standards</li> <li>• Commitment to further training to improve teaching and learning and personal skills</li> </ul>		Application Form  Interview
Personal	<ul style="list-style-type: none"> <li>• Able to work flexibly and under pressure</li> <li>• A calm and caring nature in dealing with the challenges of the role</li> <li>• Good at taking initiative</li> <li>• Able to set &amp; sustain high standards in all areas</li> <li>• Commitment to the spiritual, moral, social and cultural development of pupils</li> <li>• Commitment to maintain values and ethos that nurture and safeguard children</li> <li>• A commitment to participate fully in the performance management cycle</li> <li>• An ability to communicate effectively with parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent attendance record</li> </ul>	Application Form  Interview  References

[westlodge.org.uk](http://westlodge.org.uk)

Robert Francis BEd (Hons)  
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Skills, knowledge & understanding	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• An ability to monitor, evaluate and develop assessment strategies, set targets and provide appropriate feedback to progress learning in the early years</li> <li>• Demonstrate effective use of ICT in Teaching and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning</li> <li>• Work constructively as part of a team understanding classroom roles and responsibilities and your own position</li> <li>• Understanding of the importance of excellent pastoral care</li> <li>• To be proficient in the use of IT as a teaching and support tool</li> </ul>		Application Form  Interview  References
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