



**ROLE OF DIRECTOR OF TEACHING AND LEARNING  
PERSON SPECIFICATION**

**Professional knowledge, experience, skills and abilities**

The successful candidate will:

<ul style="list-style-type: none"><li>• Have excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.</li></ul>
<ul style="list-style-type: none"><li>• Have excellent written and spoken English.</li></ul>
<ul style="list-style-type: none"><li>• Have sufficient numeracy to interpret statistical data and manage budgets.</li></ul>
<ul style="list-style-type: none"><li>• Have first class organisational and administrative skills, with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities.</li></ul>
<ul style="list-style-type: none"><li>• Have the ability to work effectively as a member of a leadership team, to show initiative and imagination and to have the vision and the ability to inspire others.</li></ul>
<ul style="list-style-type: none"><li>• Have strong analytical and problem solving skills, combined with a proactive and positive approach to change management.</li></ul>
<ul style="list-style-type: none"><li>• Be effective and energetic in instigating and implementing change.</li></ul>
<ul style="list-style-type: none"><li>• Be able to see through complex strategies from concept to conclusion.</li></ul>
<ul style="list-style-type: none"><li>• Be efficient and able to manage a range of tasks and issues at the same time.</li></ul>
<ul style="list-style-type: none"><li>• Have a sensitivity to the needs of girls and young women.</li></ul>
<ul style="list-style-type: none"><li>• Have personal integrity, honesty, energy, stamina, resilience and enthusiasm.</li></ul>
<ul style="list-style-type: none"><li>• Have a willingness to give generously of their time to support school events and activities.</li></ul>
<ul style="list-style-type: none"><li>• Have a commitment to personal development and life-long learning.</li></ul>

Prior's Field Priorsfield Road Godalming Surrey GU7 2RH

t: 01483 810551 w: [www.priorsfieldschool.com](http://www.priorsfieldschool.com)

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038

- Have a good working knowledge of common IT applications, with a clear understanding of the potential for IT in enabling more innovative and effective approaches to learning, teaching and school organization.

The successful candidate will:

<ul style="list-style-type: none"> <li>• Support the ethos of Prior's Field as both a boarding and a day school and work in accordance with the school's aims and policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with students, parents and colleagues.</li> </ul>
<ul style="list-style-type: none"> <li>• Be an experienced teacher, able to demonstrate outstanding outcomes, with significant leadership and management experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Be passionate about teaching and learning</li> </ul>
<ul style="list-style-type: none"> <li>• Be keen, enthusiastic, innovative and inspirational</li> </ul>
<ul style="list-style-type: none"> <li>• Have the necessary experience to support senior colleagues.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and with a proportionate response.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the capacity to think strategically and to convert strategic vision and ideas into policies and practice.</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to earn the respect of pupils, staff and parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the charisma to lead, challenge, support and motivate members of staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Possess a clear understanding of pastoral care in a boarding environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate sound judgment and discretion.</li> </ul>
<ul style="list-style-type: none"> <li>• Display excellent written and verbal communication skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate organisational skills of the highest order.</li> </ul>
<ul style="list-style-type: none"> <li>• Be willing to embrace wholeheartedly the life of a busy boarding and day school.</li> </ul>
<ul style="list-style-type: none"> <li>• Have the capacity to respond positively to change and challenge.</li> </ul>
<ul style="list-style-type: none"> <li>• Be an effective and supportive team leader and team member.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a well-developed sense of humour.</li> </ul>

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| <ul style="list-style-type: none"><li>• Have successful teaching experience across the secondary phase, up to and including A level, with a track record of consistently enabling pupils to achieve high standards.</li></ul> |
| <ul style="list-style-type: none"><li>• Have some experience of strategic planning or of curriculum evaluation.</li></ul>   |
| <ul style="list-style-type: none"><li>• Have some experience of pastoral care and pupil management.</li></ul>   |
| <ul style="list-style-type: none"><li>• Be aware of recent important national educational developments.</li></ul>   |
| <ul style="list-style-type: none"><li>• Have a clear understanding of recent developments in teaching and learning.</li></ul>   |

**January 2019**

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