



Person Specification – Phase Lead

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Degree.	✓	
Qualified Teacher Status.	✓	
EXPERIENCE		
Working within the EYFS.	✓	
Teaching experience in a Primary / EYFS setting.	✓	
Proven strategic leadership experience at middle leadership level.		✓
Successful curriculum development.	✓	
Leading change.		✓
SKILLS		
Ability to build effective working relationships with staff and other stakeholders.	✓	
Ability to adapt teaching to meet pupils' needs.	✓	
Ability to build effective working relationships with pupils.	✓	
Problem solving skills.	✓	
Good team working skills.	✓	
Ability to use a range of tools to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.		✓
Good organisational skills.	✓	
Good IT skills and the ability to analyse data.	✓	
Effective communication and interpersonal skills.	✓	
Ability to communicate a vision and inspire others.	✓	
KNOWLEDGE		
Understanding of the national curriculum.	✓	
An understanding of the three phases of Primary education.		✓
Knowledge of guidance and requirements around safeguarding children.	✓	
Understanding confidentiality in schools.	✓	
Strategic planning processes.	✓	
Strategies for raising achievement and achieving excellence.	✓	
Understanding of high-quality teaching and learning strategies in the Primary, and the ability to model this for others and support others to improve.	✓	
Models of behaviour and attendance management.	✓	
The school self-evaluation process.		✓
Awareness of local and national organisations that can support delivering the phase.	✓	

Strategies to encourage parents and carers to support their child's learning	✓	
Ways to build, communicate and implement a shared vision		✓
New technologies, their use and impact		✓
Strategies to promote individual, team and organisational development.		✓

DISPOSITION		
Flexible and approachable.	✓	
Team player with a good sense of humour.	✓	
Enthusiastic and hard working.	✓	
Committed to providing an excellent school environment.	✓	
Well organised with excellent time keeping skills.	✓	
Willingness to undergo training as required.	✓	
Use initiative.	✓	
Uphold and promote the ethos and values of the school.	✓	
Commitment to getting the best outcomes for all pupils.	✓	
Ability to work under pressure and prioritise effectively.	✓	
A commitment to safeguarding, equality, diversity and inclusion.	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.