



# BISHOPSTROW COLLEGE

A pathway to excellence

## Principal – Person Specification

	Essential	Desirable	Basis of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to Degree level</li> <li>PGCE and Qualified Teacher status</li> <li>CELTA or equivalent</li> <li>Recent safeguarding qualifications/training</li> </ul>	<ul style="list-style-type: none"> <li>Relevant BSA qualifications</li> <li>Relevant Masters degree</li> <li>DELTA or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience working in a school</li> <li>Previous experience in a similar role or as Head of Department or Head of Boarding</li> <li>Experience of line managing a team or department</li> <li>Experience of cross-departmental co-operation</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an international environment with international students</li> <li>Experience teaching English or other academic subjects to ESL students</li> <li>Experience working with international agents</li> <li>Experience of developing working relationships with agents and other schools</li> <li>Experience working in boarding (e.g., as a boarding tutor, houseparent, Head of Boarding or Principal)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Strategic Planning and Financial Management</b>	<ul style="list-style-type: none"> <li>Experience of producing a multi-year strategic plan and managing its implementation</li> <li>Experience of translating a vision into concrete steps for all to follow</li> </ul>	<ul style="list-style-type: none"> <li>Be a member of the Independent Schools Association</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>

Bishopstrow, Warminster, Wiltshire, BA12 9HU, England.

T: +44(0)1985 219210 E: enquiries@bishopstrow.com www.bishopstrow.com





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	Essential	Desirable	Basis of Assessment
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>Team worker – good professional relationships with students and colleagues</li> <li>Ability to adopt a flexible approach to working</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Statutory requirements concerning Safeguarding/ Child Protection, Health &amp; Safety etc.</li> <li>Safer Recruitment training</li> </ul>	<ul style="list-style-type: none"> <li>Sector knowledge – e.g., TEFL; Cambridge ESOL qualifications; IGCSEs</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Calm and confident</li> <li>Credible, with gravitas</li> <li>Approachable and empathetic</li> <li>Sensitive to the need to maintain confidentiality within and outside the College</li> <li>Committed</li> <li>Smart appearance</li> <li>Genuine interest in and desire to work with international students</li> </ul>	<ul style="list-style-type: none"> <li>Punctual</li> <li>Enthusiastic</li> <li>Have a friendly manner and sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>Undergo and Enhanced DBS check and other statutory requirement checks</li> </ul>		<ul style="list-style-type: none"> <li>Statutory checks</li> </ul>

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors, parents and volunteers to share this commitment.*

January 2019

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