

# Person Specification



## ASSISTANT PRINCIPAL

PERSONAL QUALITIES	
	<ul style="list-style-type: none"><li>● A good Honours Degree and teaching qualification.</li><li>● Experience in a senior leadership role is preferred.</li><li>● Evidence of substantial and wide ranging CPD.</li><li>● Relevant experience of middle management with appreciation of and/or experience of whole school issues.</li><li>● A commitment to the inclusive ethos of Colchester Academy and a total commitment to the academic advancement of all students regardless of their ability.</li><li>● Outstanding classroom teaching skills.</li><li>● Excellent ICT skills.</li><li>● Excellent oral and written communication skills.</li><li>● Total commitment to safeguarding children and young people.</li><li>● Strategic vision to forward an innovative curriculum within the school.</li><li>● The capacity to lead by example, to inspire others and to work as part of a team.</li><li>● Ability to develop good relations with staff, pupils, parents and governors.</li><li>● Be proactive in analysing situations and problems and suggest workable solutions which at times may involve compromise.</li><li>● Excellent administrative and organisational skills.</li><li>● A willingness to play a full part in the life of a busy and vibrant school.</li><li>● A good sense of humour.</li><li>● Ability to maintain stamina with a smile.</li><li>● Demonstrate eminent flexibility.</li></ul>

	<ul style="list-style-type: none"> <li>● Demonstrate empathy and firmness as needs arise.</li> <li>● Demonstrate discreet professionalism and corporate responsibility at all times.</li> <li>● Be willing to go the extra mile.</li> <li>● Be proactive and creative with an eye for detail.</li> <li>● Be energetic, enthusiastic and positive.</li> </ul>	
<b>STRATEGIC LEADERSHIP</b>		
	<ul style="list-style-type: none"> <li>● To give leadership to Colchester Academy's Vision as part of a dynamic and creative STL.</li> <li>● Provision of the opportunities for all pupils, absolutely regardless of ability, to play a full part in all aspects of school life.</li> <li>● To present a cohesive and united front within the staffroom and among the parent body, promoting at all times an ethos of corporate responsibility and shared values.</li> <li>● Keeping abreast of wider developments in the curriculum through attendance at courses and conferences and membership of appropriate national bodies.</li> </ul>	
<b>STAFFING MANAGEMENT AND TASKS</b>		
	<ul style="list-style-type: none"> <li>● Line manager for selected Heads of Department.</li> <li>● Assist with the appointment of staff.</li> <li>● Assist in the Annual Professional Review of Staff as a Reviewer.</li> <li>● Take an active role in the regular programme of internal departmental inspections.</li> <li>● Act as a liaison officer for staff as the need arises.</li> <li>● Be present and take an active part in the GCSE results days in August.</li> <li>● Share responsibility for running the Academy during major school holidays together with other members of the SLT.</li> <li>● Keep on top of routine day to day administration.</li> <li>● Be a positive influence around the Academy.</li> <li>● Be a positive and active contributor in meetings.</li> </ul>	

**ADMINISTRATION**

- To be sufficiently well organised to ensure that you are seen as a useful role model of effective administration and are perceived as efficient and thorough.
- To ensure that any contact with parents is professional, effective and prompt.
- Contribute to the upkeep of the whole school handbook and policy documents.
- Ensure that all publications are prepared to the highest standards.