

## Person Specification – Assistant Principal

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate</li> <li>• DCSF Qualified Teacher Status</li> <li>• Strong track record of professional development and updating knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level professional qualification</li> <li>• NPQH qualification or participation</li> </ul>
<b>Professional knowledge, skills and competences</b>	<ul style="list-style-type: none"> <li>• Outstanding leadership and management skills, inspiring confidence in staff and students so that they can succeed and achieve their personal best</li> <li>• Outstanding teacher of students with a range of abilities</li> <li>• Substantial knowledge and understanding the strategies most likely to maximise the levels of educational achievements by all learners at the Academy.</li> <li>• Substantial knowledge of recent developments in teaching and learning</li> <li>• Excellent communication and presentation skills, both written and oral</li> <li>• Extensive knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool.</li> <li>• Practical understanding of the legislation relating to Health and Safety in respects of schools as employers and as educators of young people.</li> <li>• Knowledge of current educational developments and legislative changes.</li> <li>• Awareness of recent curriculum developments and the monitoring and evaluation of learning, teaching and curriculum.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Knowledge of the principles of assessment and effective record-keeping and their use to promote the education, personal development and progression of the students.</li> <li>• Understanding of the nature and needs of students and communities in urban areas</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of effecting improvement in 2 or more schools in varying contexts</li> <li>• Successful team leadership experience with evidence of impact on standards</li> <li>• Successful experience of impact on standards</li> <li>• Practical experience of successfully promoting equality of opportunity</li> <li>• Delivery of INSET</li> <li>• Successful experience of leading and managing staff and resources and developing education strategies in a school in either pastoral or academic context</li> <li>• Successful experience of introducing or implementing significant innovations in a school or department</li> <li>• Ability to manage staff effectively, and to lead and motivate others</li> <li>• Ability to generate effective working relationships at all levels</li> <li>• The potential to develop education programmes to meet individual learning needs</li> <li>• Experience of effective quality assurance approaches, including staff performance management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement in action research</li> <li>• Management and use of financial resources</li> <li>• Effective partnership working with other agencies, for example, local authority, OFSTED, Further and Community Education Services, Business, Partner Schools.</li> <li>• Successful experience of managing human resources/staffing issues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Discretion, tact and integrity</li> <li>• Personal tenacity and resilience to ensure progress, sometimes against the odds</li> <li>• Ability to work with patience and professionalism within short timescales</li> <li>• Good interpersonal and motivational skills</li> <li>• Initiative and self-motivation</li> </ul>	

	<ul style="list-style-type: none"> <li>• Flexibility, creativity and the ability to think laterally</li> <li>• Good time management skills</li> <li>• Ability to be reflective and self-critical</li> </ul>	
<b>Commitment to</b>	<ul style="list-style-type: none"> <li>• Safeguarding and promoting the welfare and success of all students and young people.</li> <li>• The implementation of equal opportunities practices throughout the Trust</li> <li>• Promoting the stated aims and policies of the Trust at all times</li> </ul>	