**Personal Specification – Assistant Principal**

|  |  |  |
| --- | --- | --- |
|   | **Essential**  | **Desirable**  |
| **Qualifications**  | Graduate DCSF Qualified Teacher Status Strong track record of professional development and updating knowledge | Higher level professional qualification NPQH qualification or participation |
| **Relevant experience**  | Successful experience of effecting improvement in 2 or more schools in varying contextsSuccessful team leadership experience with evidence of impact on standardsPractical experience of successfully promoting equality of opportunity Delivery of INSET Successful experience of leading and managing staff and resources and developing education strategies in a school in either pastoral or academic contextSuccessful experience of introducing or implementing significant innovations in a school or departmentAbility to manage staff effectively, and to lead and motivate othersAbility to generate effective working relationships at all levelsThe potential to develop education programmes to meet individual learning needs Experience of effective quality assurance approaches, including staff performance management and staff development | Engagement in action research Management and use of financial resources Effective partnership working with other agencies, for example, local authority, OFSTED, Further and Community Education Services, Business, Partner Schools. Successful experience of managing human resources/staffing issues |
| **Knowledge and understanding**  | Outstanding leadership and management skills, inspiring confidence in staff and students so that they can succeed and achieve their personal best Outstanding teacher of students with a range of abilities Substantial knowledge and understanding the strategies most likely to maximise the levels of educational achievements by all learners at the Academy. Substantial knowledge of recent developments in teaching and learning Excellent communication and presentation skills, both written and oral Extensive knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool. Practical understanding of the legislation relating to Health and Safety in respects of schools as employers and as educators of young people. Knowledge of current educational developments, legislative changes and recent curriculum developments, including the monitoring and evaluation of learning, teaching and the curriculum. Knowledge of the principles of assessment and effective record-keeping and their use to promote the education, personal development and progression of the students. Understanding of the nature and needs of students and communities in urban areas |  |
| **Skills and aptitudes**  | Potential for Vice Principal roleDiscretion, tact and integrity Personal tenacity and resilience to ensure progress, sometimes against the odds Ability to work with patience and good humour within short timescales Good interpersonal and motivational skills Initiative and self-motivation Flexibility, creativity and the ability to think laterally Stamina and a capacity for hard work Good time management skills Ability to be reflective and self-critical |  |
|  **Special Requirements** | Compliance with all School and Trust policies |  |

3