



Birchwood High School Assistant Principal. ISR L16-20 Job Description and Person Specification

Person Specification

Responsible to: The Principal.

Qualifications and Experience

Essential

- Educated to degree level and QTS
- A strong classroom practitioner
- Have a proven track record of successful middle leadership (for example, Head of Faculty / Pastoral Leader)
- A commitment and passion for working in an all-ability school, with clear values on inclusion, developing a broad and balanced education for all students including those who are SEND or Disadvantaged.
- Experience of working in an improving school context
- Involvement in Whole School Leadership – for example, a secondment to SLT or managing a whole school initiative,
- Experience of line-managing and appraising a team of staff
- Experience of planning and managing change
- A desire to progress onto Deputy Headship / Headship

Desirable

- Post-graduate qualification (eg MA / MBA / NPQSL / NPQH)
- System leadership experience – working and supporting the development of teaching and learning in other schools
- Experience of working with School Governors

Key Skills

- A strong classroom teacher and professional role model to both students, staff, governors and parents
- Strong understanding of the principles of change management, in particular the implementation, monitoring and review cycle.
- Knowledge and experience of a wide range of quality assurance methods including learning walks, lesson observations and student work scrutiny
- An understanding of performance data and how quantifiable information can be used to improve teaching and learning
- Good time-management skills
- Strong IT skills
- Ability to work as part of a team as work independently.
- Effective presentation skills to a wide range of audiences
- Empathy and effective listening skills

- Possesses a combination of intellectual capacity and practical skills
- Be able to handle sensitive information and issues appropriately
- Ability to pay close attention to detail
- Ability to solve problems and design innovative solutions
- Personal engagement in continuous professional development
- Excellent speaking and writing skills
- An ability to interpret legislation and regulations

Personal Qualities

- Clear values and strong moral leadership
- Initiative, drive and enthusiasm
- The ability to stay calm under pressure and meet strict deadlines
- Able to manage own workload, to work flexibly, to delegate and to motivate others
- The ability to make strategic decisions
- Effective inter-personal skills
- Self-awareness and the willingness to seek support when required
- Able to work calmly and cope well under pressure
- Commitment to the vision of Birchwood High School
- A willingness to be involved in the school as a community
- Commitment to continuing professional development
- Always willing to 'run the extra mile'.
- A much needed sense of humour!