

**GARTH HILL COLLEGE PERSON SPECIFICATION FOR ASSISTANT PRINCIPAL**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Qualifications, Training, Knowledge and Experience</b></p>	<p>Honours Degree and PGCE or recognised qualification in education</p> <p>Recent successful educational management experience at middle leadership level in a secondary school with a strong track record in</p> <ul style="list-style-type: none"> <li>• Securing excellence particularly in the quality of education.</li> <li>• Leading whole school improvement with demonstrable impact.</li> <li>• Excellent outcomes (more than one year's test/exam results).</li> </ul> <p>Strong knowledge and understanding of safeguarding.</p> <p>Fully conversant on current, relevant educational policy and change.</p>	<p>Higher Degree</p> <p>NPQ at appropriate level</p> <p>Recent successful educational management experience at senior leadership level</p>
<p><b>Competence Summary (Skills and abilities)</b></p> <p><b>The ability to:</b></p>	<p>Lead and manage strategically and operationally.</p> <p>Communicate exceptionally well in writing and verbally.</p> <p>Apply rigorous and exacting standards in monitoring and reviewing the quality of education to bring about improvement.</p> <p>Challenge, inspire, motivate and develop all stakeholders (eg. staff, other adults and young people) and respond flexibly and sensitively to needs.</p> <p>Challenge underperformance and drive change to improve.</p> <p>Think creatively to anticipate and solve problems.</p> <p>Analyse data to sharply evaluate performance and plan improvement.</p> <p>Develop and empower individuals and groups/teams.</p> <p>Deal sensitively with people and resolve conflicts.</p> <p>Plan own time effectively, work smartly and meet deadlines.</p> <p>Work well as part of a team and with a range of stakeholders and agencies.</p> <p>Remain calm in challenging and pressurised situations.</p>	<p>Detailed working knowledge of relevant policies, legislation and relevant statutory frameworks.</p> <p>Evidence of successful strategic and operational leadership and management in a secondary school</p> <p>Have some knowledge and understanding of whole school financial management</p>
<p><b>Personal / Professional Requirements</b></p>	<p>Suitability to work with children/young people.</p> <p>Aligns with the Nolan principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).</p> <p>Highly effective communication and interpersonal skills (listening, consulting, negotiating, writing, presenting etc.) that take account of different audiences</p> <p>Highly motivated, resilient and tenacious.</p> <p>Committed to the College's vision, aims, values and beliefs and able to translate these through his/her daily practice.</p> <p><i>Pupils First, Always Learning</i> - Committed to welfare and education of pupils.</p> <p><i>'Excellence as Standard'</i> - Committed to continuous improvement.</p> <p>Prepared to question, follow conviction and think innovatively.</p> <p>Willing to adopt or try new approaches and ideas and bring others on board.</p> <p>Strong commitment to equality of opportunity.</p> <p>Strong commitment to own CPD and learning and that of others.</p> <p>Able to convey very highest professional standards and a strong sense of personal fulfilment and achievement.</p> <p>Positive outlook and approach.</p>	<p>Robust evidence of continuous INSET and commitment to further professional development sustained over time</p>