



St Ambrose College
Assistant Principal (Curriculum)
Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • Degree or equivalent. • Can clearly demonstrate high order preparation for a Senior Leadership position through recent, relevant professional development/INSET. 	<ul style="list-style-type: none"> • Practising Catholic
Experience	<ul style="list-style-type: none"> • Substantial, relevant and recent experience in school leadership, particularly through curriculum development and monitoring/improving standards. • Evidence of significant and positive impact in raising standards across a school or department/proven track record of securing excellent outcomes for all pupils. • Evidence of involvement in self-evaluation and development plans. • Experience of managing change, evaluating problems, and implementing solutions. • Experience of monitoring, interpreting & acting upon data in order to improve pupil outcomes (evidence of success in a role that has positively impacted on standards and progress). • Experience of improving performance through effective use of appraisal/ performance management. • Demonstrate commitment through involvement with extra-curricular activities and contributions to the wider community. 	<ul style="list-style-type: none"> • Experience of leading a whole school initiative • Experience of training and developing staff. • Experience of working closely with the wider community, outside agencies and other schools. • Experience of working in schools across key stages 3, 4 and 5.
Knowledge and understanding	<ul style="list-style-type: none"> • Understand the principles of high quality teaching, learning and assessment. • Having a clear vision and understanding of successful strategies for achieving the best outcomes for all pupils. • Can demonstrate an excellent up to date knowledge of effective strategies for raising standards of achievement. • Knowledge of effective quality assurance processes. • Knowledge of how to devise and evaluate focused action/development plans. • Secure knowledge of relevant sections of the most recent OFSTED framework across key stages 3 to 5. • Knowledge of how to effectively seek and use relevant data tracking and analysis tools (e.g. via SIMs, SISRA etc.) in order to secure outstanding progress for all pupils. • Ability to analyse and interpret information to make informed decisions and exercise good judgement. 	



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Leadership and Management skills	<ul style="list-style-type: none"> • Ability to communicate a strategic vision and measure its impact. • Ability and enthusiasm to promote the school's vision and values and Catholic ethos and its achievements to the local and wider communities. • Ability to analyse and interpret information to make informed decisions and exercise good judgement. • Integrity, commitment, flexibility, reliability, enthusiasm and energy to persevere and succeed. • Ability to work under pressure and prioritise effectively. • Creativity and the ability to engage in critical reflection. • Commitment to Equal Opportunities and ensuring that St Ambrose College is an inclusive environment for all members of the community. • Commitment to maintaining confidentiality. • Commitment to safeguarding. • Consistently meet deadlines. • Set standards and be a role model for students and other staff. • High level personal ICT skills and ability to use these effectively in a range of situations. • The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach where necessary. 	
Personal qualities	<ul style="list-style-type: none"> • Energy and perseverance. • Have substantial presence and personal impact. • Willingness to take interest in own professional development • Self-confident, can take difficult decisions and have an inner strength and resilience. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Flexibility and a willingness to be involved in change. • A commitment to maintaining confidentiality and discretion inside and outside school. • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. • Strong interpersonal skills. • Work well in a team. • Decisive. • Supportive of colleagues. • Enthusiastic, display drive and determination. 	



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Personal qualities <small>continued</small>	<ul style="list-style-type: none"> • Honest, trustworthy and reliable. • Discreet, diplomatic and tactful. • Creative. • Analytical. • Optimistic. • Enjoys working with young people and adults. • Ability to receive feedback professionally and act on guidance appropriately (be a reflective practitioner). 	
Attitude	<p>You believe in:</p> <ul style="list-style-type: none"> • The creative quality of individuals. • Promoting a positive image of the school. • A work/life balance and promoting the importance and necessity of staff wellbeing. • An educational philosophy that complements that of the College's ethos and that of the Governing Body and Senior Management Team. • Excellent personal, professional standard of dress and presentation and high expectations of others. 	
Safeguarding	<ul style="list-style-type: none"> • St Ambrose College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. • Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. 	
Equal opportunities	<ul style="list-style-type: none"> • We are committed to promoting equality of opportunity for all, giving each individual the chance to achieve their potential free from prejudice and discrimination. We expect all staff and volunteers to share this commitment. 	



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Ethos	<ul style="list-style-type: none">To support and develop the distinctive ethos of St Ambrose College as an Edmund Rice School and to promote a positive image of the school.	<ul style="list-style-type: none">Leading collective worship

Application is via a letter addressed to the Principal. The letter should be clear, concise and address the criteria identified in the person specification/job description. **The letter may be up to 2 sides of A4 but font must be ARIAL 11pt.**

All candidates must complete a Catholic Education Service application form.