

## Person specification: Principal, Capital City Academy

**Note: The selection panel will seek a “best fit” to the group of criteria listed within each section of this person specification.**

### Qualifications

1. Qualified Teacher Status.
2. Good Honours degree or equivalent.
3. Post-graduate qualification in educational leadership or management. (D)
4. National Professional Qualification for Headship (NPQH) (Note: there is no longer a specific requirement for NPQH).
5. Recent and relevant training and development at headship level.

### Experience, knowledge, understanding and competencies

#### Senior leadership and teaching experience

6. Significant curriculum and pastoral experience at senior level in a Good/Outstanding academy.
7. Successful experience of leading a school/academy through a significant period of growth and development.
8. Track record of delivering improvements in education standards within a large, complex educational organisation.
9. Successful experience of using ICT for management and administrative purposes and for teaching and learning.

#### Leadership, vision and managing people

10. Excellent grasp of how effective school leadership promotes outstanding student progress and personal development.
11. Knowledge and understanding of current issues in education; current national trends and policies for education.
12. Able to inspire, motivate, challenge and empower others to carry forward a shared vision and ethos for improvement which underpins all aspects of the Academy's work.
13. Has presence and visibility as a leader; easily develops positive relationships with a wide range of people.
14. Able to think strategically, articulate vision and values and turn strategy into clear, achievable plans for delivery.
15. Able to establish and maintain efficient and effective systems and procedures which are fit for purpose.
16. Able to question, analyse and evaluate accurately the quality of practice across all areas of the Academy's work and take sound decisions on next steps.
17. Able to articulate reasons for successful and less successful performance and appropriate priorities for development.
18. Is well-organised, able to plan, prioritise, delegate effectively and ensure accountability.
19. Able to sustain a culture of collaboration, knowledge-sharing and celebration of success among staff.
20. Able to tackle difficult issues, conveying outcomes clearly and with sensitivity.
21. Capable of being a strong and trustworthy ambassador for the Academy and to be relied on to build the good reputation of the Academy within and beyond the school community.

#### Curriculum, teaching, learning and assessment

22. Able to enthuse and engender a desire for learning in all students and staff.
23. Successful experience of setting targets and analysing data on students' progress and attainment to improve outcomes for students; of promoting sound practice in formative assessment.
24. Proven success in curriculum design and in promoting excellent and innovative practice in teaching and learning within and beyond own school/academy.
25. Understanding of the importance of research in developing approaches to teaching and learning and able to put theory into practice.
26. Commitment and capacity to develop entrepreneurship within and beyond the curriculum.
27. Capacity to promote the benefits of a specialist sports and arts curriculum.
28. Experience of judging the quality of teaching and learning and giving feedback to staff which results in improvement.

### **Equalities, diversity, students' behaviour, health and well-being; preparation for adult life**

29. Fully committed to the provision of inclusive education which promotes success and enjoyment in learning for all students, and their mental and physical health and well-being.
30. Proven success in promoting equality, respecting diversity and challenging stereotypes so as to promote the rights of young people.
31. Proven success in ensuring the provision of excellent social, moral, spiritual and cultural education for students; including promoting students' understanding of their rights and responsibilities as citizens.
32. Evidence of success in promoting positive attitudes to learning and high expectations of students' behaviour.

### **Finance and resources**

33. Successful experience of strategic financial and resource management, ensuring efficiency and effectiveness, value for money and best educational outcomes.
34. Understanding of financial regulations and requirements as they apply to Academies.
35. Knowledge and understanding of relevant policies, legislation and codes of practice relating to company and charity law.
36. Capacity to manage income generation.
37. Understanding of the requirements of audit and risk management.

### **Governance, community, partnerships and other stakeholders**

38. Able to work effectively with the Trust, the Governing Body and other stakeholders to develop a shared vision for the Academy and enable them to fulfil their role and statutory obligations.
39. Proven experience of working effectively with parents/carers in support of their children's education.
40. Successful experience of working with other educational organisations, the local community and external agencies/stakeholders.
41. Able to manage public relations and marketing strategies.

### **Personal qualities**

42. Can inspire the trust, confidence and respect of students, staff and the community..
43. Is a competent communicator, orally and in writing, able to present complex information clearly and convincingly to others.
44. Creative, imaginative, innovative and entrepreneurial, able to see the big picture and recognise opportunities.
45. Self-motivated, self-aware and self-disciplined.
46. Has strong negotiating and influencing skills.
47. Demonstrates optimism, resilience and a sense of proportion.
48. Able to respond flexibly and constructively to setbacks and challenges and maintain a determination to succeed.
49. Able to reflect and act constructively on feedback from students, staff, and the wider school community.
50. Is open, demonstrates a sense of humour, energetic and enthusiastic.
51. Committed to own self-development and learning.