



St Ambrose College - Personal Specification – Assistant Principal

The person appointed will be a highly reliable team player with vision, integrity and resilience and a commitment to the existing values and ethos of the College and will eventually aspire to Headship.

This person specification shows the qualifications and experience, knowledge and understanding and the qualities and attributes needed in order to carry out the duties in the job description.

Candidates must provide evidence in their application form and supporting statement, and at interview, that they meet the requirements set out below.

	Essential	Desirable	How identified
1. Qualifications	Qualified Teacher Status Good Honours degree in a relevant discipline Can clearly demonstrate high order preparation for a Senior Management position through relevant professional development/Inset.	Willing to undertake or currently be undertaking NPQH training.	Application Form
2. Background and Experience	Substantial and successful teaching experience in a secondary school. Be an acknowledged outstanding classroom practitioner.	The experience of leading a whole school initiative. Experience of training and developing staff.	Application Form Selection Process



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	<p>Ability to lead, inspire, motivate and manage diverse groups of people.</p> <p>Proven high order leadership/management skills.</p> <p>Experience of leading and managing a team, ideally at senior middle management level.</p> <p>Can clearly demonstrate in letter of application being highly successful and effective in current or most recent post.</p> <p>Able to audit, monitor and evaluate relevant data and information on students.</p> <p>Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students.</p> <p>Can demonstrate an excellent up to date knowledge of effective strategies for raising standards of achievement; whole school and for specific groups.</p> <p>Can clearly demonstrate experience of raising standards in current/post/school either in Department/Faculty or within the school as a whole. Can clearly demonstrate significant impact.</p>	<p>Recent experience of organising/leading high quality whole school Inset.</p> <p>Experience of working closely with the wider community, outside agencies and other schools.</p> <p>Demonstrate commitment through involvement with extra-curricular activities.</p> <p>Demonstrate contribution to a school's wider community.</p>	<p>References</p>
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	Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students.		
3. Professional knowledge and understanding You will have knowledge and understanding of:	<p>The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for <u>ALL</u> students.</p> <p>The ability to demonstrate up-to-date awareness of current educational thinking, issues and initiatives.</p> <p>Well developed skills and abilities to monitor and evaluate areas of school middle leadership and management and its impact. To be able to identify under-performance and clearly demonstrate the knowledge, skills and strategies to address this.</p> <p>The ability to demonstrate clearly what makes an effective and dynamic senior leader in a school, including the essential characteristics of an effective senior leadership team.</p> <p>Can expound a clear understanding and vision for what makes a successful school.</p>		Application Form Selection Process
4. Skills	<p>Manage a classroom well and have the ability to teach outstanding lessons.</p> <p>Have proven high order leadership/management skills.</p>		Application Form Selection Process



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	<p>Can clearly demonstrate, with examples, the ability to initiate, lead and manage change to a successful conclusion.</p> <p>Good ICT skills. The ability to apply these skills to Educational Management.</p> <p>Articulate your vision and secure commitment.</p> <p>Communicate effectively through various media formats, with the principal, other staff, students, parents and other stakeholders.</p> <p>Devolve responsibilities and delegate tasks as appropriate.</p> <p>Think creatively and imaginatively to anticipate and solve problems and identify opportunities.</p> <p>Inspire and motivate others.</p> <p>Consistently meet deadlines.</p> <p>Set standards and provide a role model for students and other staff.</p>		References
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5. Personal Qualities	<p>An individual with 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 Strong interpersonal skills. Work well in a team. Decisive. Open to advice and constructive criticism. Supportive of colleagues. Enthusiastic, display drive and determination. Honest, trustworthy and reliable. Discreet Diplomatic and tactful Creative Analytical Optimistic Enjoys working with young people and adults. A good sense of humour essential!</p>		Selection Process
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	Essential	Desirable	How identified
6. Attitude: You believe in:	<p>The creative quality of individuals.</p> <p>A positive view of behaviour management.</p> <p>Promoting a positive image of the school.</p> <p>A work/life balance and promoting the importance and necessity of staff wellbeing.</p> <p>An educational philosophy that compliments that of the College’s ethos and that of the Governing Body and Senior Management Team.</p> <p>Supporting and developing the distinctive ethos of St Ambrose as an Edmund Rice School.</p>		Selection Process
7. Personal Presentation	Good personal, professional standard of dress and presentation and high expectations of others.		Selection Process

All candidates for this post must be in a position to secure a reference from their current Headteacher/Principal which endorses their outstanding achievements, skills and attributes and recommends them for this position unreservedly.