

**Assistant Principal**

**PERSON SPECIFICATION**

**(April 2025)**

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|  | **Criteria** | **Desirable/****Essential** |
| **Personal Skills** | Proven ability to:* Embody the school ethos and values, acting with integrity, honesty and transparency and building trust at all levels
* Consistently demonstrate a high level of emotional intelligence.
* Think creatively, and generate enthusiasm for new ideas in both pupils and staff.
* Inspire and empower others with confidence and passion for working in SEN.
* Communicate effectively to groups and individuals, orally and in writing.
* Resolve conflict through active listening and negotiation.
* Demonstrate a flexible approach and a willingness to listen to others in supportive and thoughtful way.
* Provide advice and guidance to parents and carers in a positive and clear manner.
* Remain calm when working under pressure.
* Be flexible and innovative, seeking out challenge and positive change.
* Take risks and think laterally.
* Look forward and think strategically.
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| **Knowledge** | * Knowledge and experience of current good practice and developments in special education (including pupils with ASD, PMLD, MSI, SLD).
* Knowledge of the Ofsted framework and SEN Code of Practice.
* Understand the curriculum intent, implementation and impact for the department.
* A sound understanding of promoting pupil well-being.
* Curriculum coordination and monitoring.
* Ability to analyse department data and develop an action plan.
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| **Education** | * Qualified Teacher Status.
* A degree or equivalent.
* Further study and /or qualification in SEN.
* Recognised leadership study and/or qualification.
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| **Professional Skills** | * Successful track record of teaching pupils with SEN, setting high expectations which inspire, motivate and challenge pupils and promotes good pupil progress and outcomes.
* Experience of coaching and/or mentoring.
* Ability to resolve personnel issues.
* Successful experience of multi-agency and partnership working.
* Ability to demonstrate and lead on outstanding classroom practice.
* Excellent organisational skills with a clear ability to prioritise and manage time accordingly and manage deadlines
* Ability to analyse situations, prioritise and help to implement realistic solutions.
* Commitment to consultation, inclusion, collaborative working and distributed leadership.
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| **Leadership / Management** | * Evidence of successful experience in a management role.
* Proven ability in leading a staff team.
* Evidence of successful experience in developing initiatives and managing change.
* Proven ability to manage difficult conversations in a positive manner, and ensuring that others are held appropriately to account.
* Evidence of effective contribution to the school strategic improvement plan and successful self-evaluation.
* Evidence of effective delegation to staff and effective follow-up to ensure tasks are completed well.
* Experience of recruitment and induction of staff.
* Ability to utilise and support staff with effective strategies to promote positive pupil behaviour.
* Ability to effectively liaise with Governors and all stakeholders.
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