

**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. | E  E  E  E  E  D  E  E  E  E  D  D |
| **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. | E  E    E  E  E  E |
| **Education** | * Qualified Teacher Status. * A degree or equivalent. * Further study and /or qualification in SEN. * Recognised leadership study and/or qualification. | E  E  E  E |
| **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. | E  D  E  E  E  E    E  E |
| **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. | D  E  D    D  D  D  D  E  E |