

**Executive Assistant Principal
Person Specification**



Responsible to: Executive Principal

Specification	Essential / Desirable
Qualifications	
<ul style="list-style-type: none"> • QTS 	Essential
<ul style="list-style-type: none"> • Evidence of further relevant qualifications 	Desirable
Experience	
<ul style="list-style-type: none"> • Successful experience of leadership at curriculum level or higher 	Essential
<ul style="list-style-type: none"> • Experience of leadership across a range of age ranges 	Desirable
<ul style="list-style-type: none"> • Experience of leadership across a range of settings 	Desirable
<ul style="list-style-type: none"> • Experience of 'Change management' and leading initiatives 	Essential
<ul style="list-style-type: none"> • Experience of supporting and developing staff 	Essential
Personal Qualities	
<ul style="list-style-type: none"> • Excellent understanding of supporting a range of Special Educational Needs 	Essential
<ul style="list-style-type: none"> • Rigorous, thorough, enthusiastic 	Essential
<ul style="list-style-type: none"> • Creative, positive problem solver 	Essential
<ul style="list-style-type: none"> • Values driven 	Essential
<ul style="list-style-type: none"> • The ability to contribute to a collaborative and creative learning culture 	Essential
<ul style="list-style-type: none"> • A commitment to raising standards 	Essential
<ul style="list-style-type: none"> • Adaptable - the ability to work with and contribute to the senior leadership team in a range of settings 	Essential
<ul style="list-style-type: none"> • Commitment to collaborative working 	Essential
<ul style="list-style-type: none"> • Commitment to own professional development 	Essential
Leading Learning and Teaching	

<ul style="list-style-type: none"> • Commitment to and expertise in developing an relevant and engaging curriculum in a range of SEND settings 	Desirable
<ul style="list-style-type: none"> • A good understanding of teaching / learning in a range of specialist settings 	Essential
<ul style="list-style-type: none"> • Commitment to achieving excellence 	Essential
<ul style="list-style-type: none"> • A track record of effective subject leadership or higher in schools 	Essential
<ul style="list-style-type: none"> • Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies 	Essential
Developing Self and Working with Others	
<ul style="list-style-type: none"> • A track record of leading professional development effectively 	Essential
<ul style="list-style-type: none"> • Ability to analyse organisational need and identify priorities for development 	Essential
<ul style="list-style-type: none"> • Commitment to continuous professional development for all staff 	Essential
<ul style="list-style-type: none"> • Able to identify and acknowledge excellence and recognise poor performance 	Essential
<ul style="list-style-type: none"> • Able to motivate staff 	Essential
Managing the Organisation	
<ul style="list-style-type: none"> • Able to support the management and running of the school efficiently and effectively 	Essential
<ul style="list-style-type: none"> • Able to implement agreed management tasks and contribute to their monitoring and delivery 	Essential
<ul style="list-style-type: none"> • Take a leading role within the phase to develop and sustain a safe, secure and healthy school environment 	Essential
Securing Accountability	
<ul style="list-style-type: none"> • Knowledge of statutory frameworks 	Essential
Strengthening community	
<ul style="list-style-type: none"> • Able to work effectively with the Senior Leadership teams in a range of settings 	Essential
<ul style="list-style-type: none"> • Commitment to promote the Academies, its ethos and achievements 	Essential
<ul style="list-style-type: none"> • A track record of developing effective relationships with stakeholders 	Essential
<ul style="list-style-type: none"> • Evidence of celebrating success, heritage and cultures 	Essential