**Elements Primary School**

**Personal Specification**

* As a leader of the school, you must be passionate about providing the very best opportunities for all of our children and staff.
* You will need to accept responsibility for the achievement of the goals you take on, and you will need to think strategically about the relationship between your personal goals and the goals of the school.
* You will need to embrace new initiatives and contribute your ideas about the way forward, keeping the school moving with or ahead of the times, whilst maintaining excellent standards of education.
* You must be prepared to devote energy to the job, whilst making sure that you retain enough energy for your own life outside of school – you must be creative and constructive about how you do this.
* You must be prepared to take risks, to explore new avenues; to face frustrations and disappointments and to build your strength from them.
* You must demonstrate that you love teaching, that you are very good at it and that you can inspire the confidence of colleagues and parents.
* You must be able to work productively, constructively and supportively with the Leadership Team and take every opportunity to widen your knowledge of all aspects of whole school leadership and management.

As a member of the Leadership Team you will be expected to take responsibility for the following areas of school development:

* Leader of a phase, management and organisation.
* Leader of monitoring and evaluation.
* Leader of key initiatives.
* Line Manager for a key stage.
* Act as key coach and mentor to advise and guide staff and develop staff and student expertise.

These responsibilities will be allocated according to the relevant enthusiasms and aptitudes of the Executive Principal and other leaders in the

academy. However, it should be anticipated that any member of the Leadership Team might be called upon to lead any of the above areas.

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|  | | **Essential / Desirable** | **How Identified** |
| **Section** | **Information** |  |  |
| **Education and Training** |  |  |  |
| Leadership | * Qualified Teacher status * Evidence of involvement in INSET as a participant and as a provider * Experience in a leadership role in school * Be a proven outstanding practitioner | **Essential**  **Essential**  **Essential**  **Essential** | **Application/ Interview**  **Application/ Interview**  **Application/ Interview**  **Application/ Interview** |
|  | * Degree level qualification * NCSL training | **Desirable**  **Desirable** | **Application/ Interview**  **Application/ Interview** |
| **Experience** |  |  |  |
|  | * Tracking progress and raising the achievement of all pupil groups * Strategic responsibilities in school leadership and management * Participating in a team approach to management, including change management. | **Essential**  **Essential**  **Essential** | **Application/ Interview**  **Application/ Interview**  **Application/ Interview** |
| In addition, the Assistant Principal might have experience of: | * Working with children from a variety of backgrounds * The process of school development and improvement planning * Successful staff recruitment, appointment and induction | **Desirable**  **Desirable**  **Desirable** | **Application/ Interview**  **Application/ Interview**  **Application/ Interview** |
| **General and Specialist Knowledge** |  |  |  |
| The Assistant Principal should have knowledge and understanding of: | * The role of the leadership group within the school * The New Ofsted Inspection Framework and the process and place of self-evaluation; * Planning for the delivery of a broad and balanced curriculum which meets the needs of all learners * Staff development and Performance Management – specifically NQT’s * Monitoring and assessment across a phase or key stage | **Essential**  **Essential**  **Essential**  **Essential**  **Essential** | **Application/ Interview**  **Application/ Interview**  **Application/ Interview**  **Application/ Interview**  **Application/ Interview** |
| In addition, the Assistant Principal might also have knowledge and understanding of: | * Current theories of teaching and learning * The principles of community education and parental involvement | **Desirable**  **Desirable** | **Application/ Interview**  **Application/ Interview** |
| **Skills and Abilities** |  |  |  |
| The Assistant Principal will be able to: | * Use vision, initiative and leadership in making change, to enhance and raise standards * Support the work of colleagues and promote staff development * Involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school * Use ICT with confidence and enthusiasm | **Essential**  **Essential**  **Essential**  **Essential** | **Application/ Interview**  **Application/ Interview**  **Application/ Interview**  **Application/ Interview** |
| In addition, the Assistant Principal might be able to: | * Show evidence of his or her active involvement in a wider community experience or event. | **Desirable** | **Application/ Interview** |
| **Additional Requirements** |  |  |  |
|  | * Operate with the highest standards of personal/professional conduct and integrity | **Essential** | **Application/ Interview** |
|  | * Willing to work flexibly in accordance with the policies and procedures to meet the operational needs of the Trust. | **Essential** | **Application/ Interview** |
|  | * Willing to undertake training and continuous professional development in connection with the post. | **Essential** | **Application/ Interview** |
|  | * Work in accordance with the Trust’s values and behaviours. | **Essential** | **Application/ Interview** |
|  | * Able to undertake any travel in connection with the post. | **Essential** | **Application/ Interview** |
|  | * Able to demonstrate a sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude | **Essential** | **Application/ Interview** |
|  | * Satisfactory DBS disclosure to work in an environment dealing with young people | **Essential** | **Application/ Interview** |
|  | * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults | **Essential** | **Application/ Interview** |
|  | * A commitment to safeguarding and promoting welfare for all | **Essential** | **Application/ Interview** |