



# Crown Hills Community College

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Assistant Principal</b>		
<b>College</b>	<b>Crown Hills Community College</b>	<b>11-16</b>	<b>Maintained</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Grade:</b>	<b>L14-21</b>
<b>Key areas of Responsibility:</b>	<b>Outcomes</b>	<b>Salary:</b>	<b>£54,250 - £63,779</b>
<b>Additional:</b>	<b>Careers, Exams and Assessments</b>	<b>Term:</b>	<b>Permanent Full-Time</b>

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	A degree qualification	E	√	
2.	Qualified Teacher Status	E	√	
3.	Evidence of Continuous Professional Development	E	√	√
4.	Middle or Senior Management qualification	D	√	
<b>EXPERIENCE</b>				
5.	Effective management of a high-achieving team.	E	√	
6.	At least 3 years successful middle management experience	E	√	
7.	Track record of delivering outcomes for pupils	E	√	
8.	Innovation and creativity to engage, enthuse and progress learners.	E	√	√
9.	Partnership and team working.	E	√	
10.	Developing and leading the implementation of strategies and CPD to achieve whole school/college improvement.	E	√	

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
11.	Developing and implementing provision for careers, guidance and support	E	√	√
12.	Working as an examiner for an examination board	D	√	
13.	Experience of managing change successfully	E	√	√
<b>ABILITIES,SKILLS AND KNOWLEDGE</b>				
14.	Ability to teach to GCSE standard	E	√	
15.	Ability to teach to A-level standard (Level 3).	D	√	
16.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	√	
17.	Ability to develop and implement strategies to enhance and sustain whole school initiatives	E	√	√
18.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	√	
19.	Ability to communicate verbally with and write reports for a range of stakeholders, including Governors and external agencies.	E	√	√
20.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	√	√
21.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	√	√
22.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	E	√	
23.	Understanding of contemporary issues relating to safeguarding, pastoral matters and learning support.	E	√	√
24.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	√	√

**PERSONAL QUALITIES**

25.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people	E	√	
26.	Highly organised, literate and articulate.	E	√	
27.	A passionate belief in the school's aims and values.	E	√	√
28.	A strong belief in the value of education in developing citizens.	E		√
			<b>Assessed by:</b>	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
29.	Highest levels of professional and personal integrity.	E		√
30.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	√	√
31.	Personal resilience, persistence and perseverance.	E		√
32.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	√	√
33.	A sense of humour	E		√