



Highams Park School

An independent state funded Academy

Person Specification - Principal

How Assessed – Application Form (AF) Interview (I)

Criteria		How Assessed
Qualifications		
1.	A first degree or equivalent.	AF
2.	Qualified Teacher Status (QTS).	AF
3.	NPQH and Higher Education qualification other than initial teacher training.	AF
4.	Evidence of recent and relevant training and development in preparation for the post of Principal/ Headteacher, or on-going professional development as a Head of School/Principal/Headteacher.	AF
Professional experience and knowledge		
5.	Substantial experience of secondary school teaching.	AF/I
6.	Successful strategic experience of leading and managing at Deputy / Vice or Head / Principal leadership level in a school.	AF/I
7.	In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues pertinent to the operation of a 11-18 comprehensive school.	AF/I
8.	Proven track record in leading, managing and supporting staff including building a successful team, delegating effectively and implementing and managing change.	AF/I
9.	Successful experience of raising standards for all, with measurable outcomes, as a result of own contribution in a school.	AF/I
10.	Knowledge of the Academy Trust Handbook.	AF/I



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Personal aptitudes, qualities and skills		
11.	To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school's mission, ethos, priorities and targets whilst empowering others to take them forward.	AF/I
12.	To be articulate and collaborative with excellent interpersonal skills, both orally and in writing, as well as ability to present confidently to a wide audience.	AF/I
13.	To have proven sound decision-making skills combined with the ability to lead, influence and manage change.	AF/I
14.	To be astute and perceptive with strong analytical skills and the ability to use sound judgement in order to anticipate conflict and resolve issues imaginatively.	I
15.	To be proactive, creative, innovative and versatile with a high level of drive, energy, enthusiasm, resilience, reliability, integrity and a sense of proportion.	I
16.	To be able to relate constructively and with empathy to Trustees, Staff, Students, Parents/Carers, and other stakeholders.	AF/I
17.	Successful and proven experience of managing difficult conversations on a range of different issues with different stakeholders.	AF/I
18.	To be able to prioritise, plan and organise effectively.	AF/I
Shaping the future		
19.	Experience of and commitment to working with the Trustees to deliver high quality education in a fully comprehensive local school which focuses on working together to ensure all students and staff have the opportunity to achieve their personal best both educationally and morally and ensures the Trustees comply with their duties and responsibilities.	AF/I
20.	A commitment to Highams Park's ethos to encourage students to respect themselves and others whilst providing opportunities for them to develop their own spiritual and moral capacities and an appreciation of their own and others cultures.	AF/I
21.	A demonstrable commitment to encourage students to accept their responsibilities to themselves, the school, the local and wider communities in an organisation which is forward looking and passionate about learning.	AF/I



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Leading high-quality education		
22.	An outstanding classroom practitioner with the ability to continuously monitor and evaluate performance in order to improve the quality of education as required by the Ofsted framework.	AF/I
23.	An ability to balance the context of Ofsted alongside a commitment to develop the values and ethos of a school that maintains the highest educational standards for all its community.	AF/I
24.	Successful experience of proactive, positive behaviour management and of developing a student focused, inclusive and effective learning environment so that behaviour, dress and attendance are outstanding.	AF/I
25.	Successful experience of developing a broad and balanced curriculum at all Key Stages, along with an understanding of the issues associated with choice and flexibility to meet a broad personalised learning agenda.	AF/I
26.	A tireless commitment to provide high quality education and careers guidance both in and beyond the classroom for all students.	AF/I
27.	Proven experience of the implementation of effective assessment procedures and applications.	AF/I
28.	Proven successful experience of school self-evaluation and accountability including the design and use of appropriate performance metrics.	AF/I
Developing self and working with others		
29.	To be a high-profile professional who leads by example and who is collaborative, demands excellence, confidence, trust and respect from the whole school, local and wider community.	I
30.	To have substantial experience of building on the outstanding practice and expertise of staff and supporting them so that they have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of young people.	AF/I
31.	To demonstrate and promote a commitment to personal wellbeing and successful work life balance.	AF/I
32.	Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution.	AF/I



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Managing the school		
33.	Successful experience of effective strategic financial and resource management including fundraising to achieve educational priorities and to ensure efficiency and value for money.	AF/I
34.	Substantial evidence of the skills, understanding and thinking necessary to harness and develop the potential of IT for the benefit of the school on the delivery of the curriculum, communication and in-school support systems.	AF/I
35.	A demonstrable understanding and experience of managing the processes of safeguarding and safer recruitment.	AF/I
36.	A demonstrable understanding and experience of supporting staff and student health and wellbeing to create and maintain a safe, secure, cheerful and healthy school environment for all.	AF/I
Building and developing the school profile		
37.	Successful experience of both maintaining and raising standards in a school, and working with all stakeholders, external agencies locally and nationally.	AF/I
38.	Experience of successful collaboration and communication with neighbouring schools, other educational partners and the wider community.	AF/I