**Person Specification Vice Principal**

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|  | Essential Criteria-candidates will only be shortlisted if they meet all these criteria | How identified | Desirable Criteria | How identified |
| Qualifications | * Qualified Teacher Status
 | A | * Other educational/professional qualifications
 | A |
|  | * Degree/PGCE or equivalent qualifications
 | A | * Working on/willing to undertake NPQH
 | A |
|  | * NPQML
* NPQSL
 | A | * Non-educational qualifications. eg)sport, first aid, music
 | A |
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| Knowledge & Experience | * Minimum of three years recent successful experience in Primary School
 | A | * Experience of contributing to school development plans, and carrying out monitoring and evaluation
 | A |
|  | * Evidence of providing excellent provision for all pupils and achieving high standards of progress for pupils with a range of ability, including children with Special Educational Needs and More-able Pupils
 | A I R | * Experience in more than one school
* Experience of management and leadership of a team of teachers and support staff
* Experience of leading an aspect of non-curricular development. Eg) School Council, Investors in Pupils, International School Award
* Experience of leading and supporting CPD. eg. mentor for trainees, in school programmes.
* Experience of successfully preparing children for statutory assessments.
* Involvement in staff recruitment and selection.
* Experience of timetabling.
 | AAAA IAAA |
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| Professional Skills | * Outstanding Teacher
* Ability to work co-operatively as a leader and member of a team
* Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others
* Excellent people skills-motivating, nurturing and challenging children and adults to achieve their best
* Excellent ICT skills for teaching, learning and management
* Confidence, clarity and decisiveness in making and carrying out decisions.
 | A I RRA I RA I R | * Experience in working with other partners-secondary/pre-school/ITT/extended services
* Experience/Training in safeguarding procedures including child protection, risk assessment, safer recruitment etc
* Experience in managing non-teaching staff. eg) TAs, midday supervisors
* Knowledge of Analysing School Performance/Data Management
* Ability to sing/play a musical instrument
 | AAAAA |
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| Professional Ethos & Commitment | * High expectations for self and others and a strong commitment to raising achievement
* Commitment to promote partnerships with parents/carers and the wider community
* High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child
 | A IAA I | * Willingness to be involved in extra-curricular activities
* Experience of innovation and creativity in the curriculum
 | AA |
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| Personal Qualities | * Strong work ethic, and a commitment to the trust’s motto ‘*labor omnia vincit*’
* Approachable with extra interpersonal skills
* High standards of presentation
* Ability to promote and develop positive relationships within and beyond school
* Ability to set and work to deadlines
* Resilient. Having the ability to remain positive and retain your sense of humour!
* Proven track record of achieving targets-tenaciously ensuring projects are seen through to completion
 | I RA RA IIA IA IR |  |  |

Key: A-Application / R-Reference / I-Interview

This Job Description and Person Specification was written by L. Hessey (CEO) & J. Macintrye (Deputy CEO) ON 30.11.2017