**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 |
|  | | | | |
| 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. | A  A  A  A I  A  A  A |
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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 R  R  A I  R  A 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 | A  A  A  A  A |
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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 I  A  A I | * Willingness to be involved in extra-curricular activities * Experience of innovation and creativity in the curriculum | A  A |
|  | | | | |
| 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 R  A R  A I  I  A I  A I  R |  |  |

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