



PERSON SPECIFICATION – VICE PRINCIPAL (L17-L21)

	Essential	Desirable	How identified
<p>1. Qualifications You will have:</p>	<p>Qualified Teacher Status.</p> <p>Good Honours degree.</p>	<p>Can clearly demonstrate high order preparation for a Vice Principal position through relevant professional development/INSET.</p>	<p>Application Form</p>
<p>2. Background and Experience You will have:</p>	<p>Substantial and successful teaching experience in a secondary school.</p> <p>Be an acknowledged outstanding classroom practitioner.</p> <p>Ability to lead, inspire, motivate and manage diverse groups of people.</p> <p>Proven high order leadership/management skills.</p> <p>Experience of analysing data and of implementing a programme of successful intervention to improve outcomes.</p> <p>Experience of driving sustained improvement in students' meeting expectations for behaviour, attendance and uniform.</p> <p>Experience of leading and managing a team, at senior management level.</p> <p>Can clearly demonstrate in letter of application being <u>highly</u> successful and effective in career to date.</p> <p>Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students regardless of background and/or ability.</p> <p>ICT skills enabling you to audit, monitor and evaluate</p>	<p>The experience of leading a whole school initiative.</p> <p>The experience of leading improvement in outcomes for a subject.</p> <p>Experience of training and developing staff.</p> <p>Recent experience of organising/leading high quality whole school INSET.</p> <p>Experience of working closely with the wider community - outside agencies - other schools.</p> <p>Demonstrate commitment to a school through involvement with extra-curricular activities. Demonstrate contribution to a school's wider community.</p>	<p>Application Form</p> <p>Selection Process</p> <p>References</p>

	<p>relevant data and information on students.</p> <p>Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students regardless of background and/or ability.</p>		
	Essential	Desirable	How identified
2. Background and Experience (Cont)	Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students regardless of background and/or ability.		
3. Professional knowledge and understanding You will have knowledge and understanding of:	<p>The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for <u>ALL</u> students.</p> <p>The ability to demonstrate up-to-date awareness of current educational thinking, issues and initiatives - particularly as regards their own areas of professional expertise.</p> <p>Well developed skills and abilities to monitor and evaluate areas of school middle leadership and management and its impact. To be able to identify under-performance and clearly demonstrate the knowledge, skills and strategies to address this.</p> <p>The ability to demonstrate clearly what makes an effective and dynamic senior leader in a school, including the essential characteristics of an effective senior leadership team.</p> <p>Can expound a clear understanding and vision for what makes a successful school.</p>		<p>Application Form</p> <p>Selection Process</p>
4. Skills You will:	<p>Manage a classroom well and have the ability to teach outstanding lessons.</p> <p>Have <u>proven</u> high order leadership/management skills. Can clearly demonstrate, with examples, the ability to initiate, lead and manage change to a successful conclusion.</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>

	<p>Good ICT skills. The ability to apply these skills to Educational Management.</p> <p>Articulate your vision and secure commitment.</p> <p>Communicate effectively through various media formats, with the principal, other staff, students, parents and other stakeholders.</p>		
	Essential	Desirable	How identified
4. Skills (Continued)	<p>Devolve responsibilities and delegate tasks as appropriate.</p> <p>Think creatively and imaginatively to anticipate and solve problems and identify opportunities.</p> <p>Inspire and motivate others.</p> <p>Consistently meet deadlines.</p> <p>Set standards and provide a role model for students and other staff.</p> <p>Chair meetings effectively.</p> <p>Ability to take on numerous roles within a team to enable it to function efficiently.</p> <p>Be a confident and inspiring public speaker.</p>		

<p>5. Personal Qualities</p>	<p>An individual with energy, vigour and perseverance around the school - has a substantial presence and personal impact - the 'wow' factor.</p> <p>Willingness to take interest in own professional development.</p> <p>Self-confident, can take difficult decisions and have an inner strength and resilience.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Very strong interpersonal skills.</p> <p>Works well in a team.</p> <p>Decisive.</p> <p>Open to advice and constructive criticism.</p> <p>Supportive of colleagues.</p> <p>Enthusiastic - displays drive and determination.</p> <p>High integrity - honest, trustworthy and reliable.</p> <p>Discreet</p> <p>Diplomatic and tactful.</p> <p>Creative</p> <p>Analytical</p> <p>Optimistic</p> <p>Enjoys working with young people and adults. Ability to 'switch off', relax, 'chill out' and re-charge batteries!</p> <p>A good sense of humour absolutely essential.</p>		<p>Selection Process</p>
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6. Attitude: You believe in:	<p>Equal opportunities & comprehensive education.</p> <p>The creative quality of individuals.</p> <p>A positive view of behaviour management.</p> <p>Promoting a positive image of the school.</p> <p>A work/life balance.</p> <p>An educational philosophy that complements that of the School's Governing Body and Senior Leadership Team.</p>		Selection Process
7. Personal Presentation	Good personal, professional standard of dress and presentation and high expectations of others.		Selection Process

All candidates for this post must be in a position to secure a reference from their current Senior Line Manager which endorses their outstanding achievements, skills and attributes and recommends them for this position unreservedly.