

Person specification: Vice Principal (Curriculum and Quality)

Ref	Criteria	E/D	App	Ref	Int
Education, Qualifications and Professional Development					
Q1	A good First Degree	E	✓	✓	
Q2	Higher Degree	D	✓	✓	
Q3	Qualified teacher status	E	✓	✓	
Q4	Evidence of continuous personal/professional development	E	✓	✓	
Q5	Evidence of post-graduate study or research	E	✓	✓	
Q6	Additional Ofsted Inspector training/experience	D	✓	✓	
Professional Experience					
Evidence of:					
P1	Experience of leadership in a post-16 setting	E	✓	✓	
P2	Leading and managing staff to support successful outcomes for students	E	✓	✓	✓
P3	Leading Quality Assurance and Quality Improvement processes	E			
P4	Promoting outstanding teaching and learning and the highest levels of achievement	E	✓	✓	✓
P5	Monitoring and evaluating teaching and learning to ensure that standards are consistently high	E	✓	✓	✓
P65	Leading curriculum innovation and change	E	✓	✓	✓
P7	Interrogating performance data (student outcomes, in-year progress and national benchmarking)	E			
P8	Developing teams of professionals, delegating effectively and managing change	E	✓	✓	✓
P9	Leadership experience in Ofsted inspection	D	✓	✓	
P10	Effective management of people and resources, including budgetary responsibility	E	✓	✓	✓
P11	Senior leadership of safeguarding procedures within a large and/or complex organisation	E	✓	✓	✓
P12	Being able to work with and advise a MAT Board/Governing Body to evaluate quality of education	E	✓	✓	✓
P13	Developing and maintaining strong and productive relationships and partnerships with the governors, students, parents/carers and other stakeholders	E	✓	✓	✓
P14	Working in an educational setting serving 'disadvantaged' and 'challenging' communities	E	✓	✓	✓
P15	Strengthening participation to support wider educational experience	D	✓	✓	✓
P16	Encouraging and developing links with the wider community	E	✓	✓	✓
Professional skills and knowledge					
Candidates will have:					
S1	The ability to think and plan strategically to promote vision, ethos and values	E	✓	✓	✓
S2	The enthusiasm, initiative and commitment to ensure good practice is embedded	E	✓	✓	✓
S3	Knowledge and understanding of the regulations and processes required to operate a large post-16 provider	E	✓	✓	✓
S4	Knowledge of models of teaching and learning	E	✓	✓	✓
S5	Knowledge of student enrolment and timetabling in a post-16 context	E	✓	✓	✓
S6	Understanding of the effective delivery of study programmes	E	✓	✓	✓
S7	Understanding of attendance and behaviour management	E	✓	✓	✓
S8	A passion for excellence in the learning process	E	✓	✓	✓
S9	Financial awareness and the ability to understand, plan and manage a budget	E	✓	✓	✓
S10	The ability to analyse and interpret complex information and explain key elements in simple terms	E	✓	✓	✓
S11	The ability to lead and communicate a shared vision and inspire, challenge and motivate others, leading by example	E	✓	✓	✓
S12	The ability to tackle difficult situations and make difficult decisions conveying outcomes clearly and with sensitivity	E	✓	✓	✓
S13	Excellent communication skills, both verbally and in writing and be articulate and approachable	E	✓	✓	✓
S14	The ability to relate well to all key stakeholders and be able to build effective working relationships and networks both within and outside the academy/multi academy trust	E	✓	✓	✓
S15	In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues and trends	E	✓	✓	✓
S16	Experience of working within a through school between the Primary and Secondary Phase	D	✓		✓

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Personal Qualities and Attributes					
A1	Strong interpersonal skills and self-awareness, able to adapt to situations and carefully manage professional relationships	E		✓	✓
A2	Presence and visibility as a leader, demonstrating optimism, resilience with a well-developed sense of proportion	E		✓	✓
A3	Self-motivated	E	✓	✓	✓
A4	Well organised, able to plan, prioritise and delegate effectively	E	✓	✓	✓
A5	Sound decision making skills, combined with the ability to lead, influence, empower and manage change	E	✓	✓	✓
A6	Works effectively under pressure with a calm demeanour	E		✓	✓
A7	Inspires respect	E		✓	
A8	Emotionally intelligent	E		✓	
A9	An independent and innovative thinker	E	✓	✓	✓
A10	Has a good work/life balance	E		✓	