



Vice Principal Person Specification

Qualifications and training	Essential	Desirable	Identified by A: Application I: Interview R: references
Committed practising Catholic verified by reference from priest	✓		A, I, R
Qualified Teacher status, Post Graduate Certificate of Education (secondary or F.E.) or equivalent	✓		A
Honours degree (at 2.2 or above) or equivalent	✓		A
Higher Degree		✓	A
Recent participation in relevant professional development	✓		A, I
Level 3 DSL qualified		✓	A
<b>Experience</b>			
Proven record of success in a senior leadership or management position in a school or college	✓		A, I, R
Proven experience of strategic development with significant positive impact	✓		A, I
Successful experience of leading others and leading teams	✓		A, I, R
Evidence of successful and sustained classroom teaching	✓		A, I
Successful proven record of developing and implementing quality improvement measures including use of data	✓		A, I
Competent experience of producing or contributing to the production of Quality Improvement Plans, Strategic Actions, Reports to SLT and/or Governors	✓		A, I
Successful experience of working with stakeholders internally and externally	✓		A
Pro-active evidence of experience in a Catholic College or School		✓	A, I
Experience of dealing effectively with personnel and employment issues	✓		A, I
Experience of managing budgets		✓	I
Successful experience of managing pastoral care and student support	✓		A, I, R
<b>Knowledge and skills</b>			
Proven record of ability to motivate and inspire staff and students	✓		A, I, R
Knowledge of sixth form funding framework and financial management		✓	A, I
Proven ability to achieve challenging targets in a timely manner	✓		A, I
Ability to think and plan strategically	✓		A, I, R
Excellent team-working skills	✓		A, I, R
Knowledge of the latest inspection framework (Ofsted and CSI)	✓		A, I
Excellent planning, organisational, time management skills and ability to meet deadlines	✓		A, I, R
Ability to produce reports and action plans	✓		A, I
An excellent communicator with effective listening, influencing and interpersonal skills	✓		A, I, R
Excellent analytical and problem-solving skills, ability to interrogate and analyse performance data	✓		A, I, R
Confidence and political sensitivity to work effectively with all stakeholders	✓		A, I, R
Evident commitment to equality of opportunity and respect for diversity	✓		A, I, R
<b>Personal attributes</b>			
Have a clear understanding of the distinctive nature of Catholic education and Sixth Form Colleges broadly	✓		A, I, R
Commitment to safeguarding and the promotion of a safe environment for young people to learn in	✓		A, I, R
Flexible, resilient and positive attitude	✓		A, I, R
Total commitment to quality improvement	✓		A, I, R
Excellent communicator both written and spoken	✓		A, I, R
Understanding of and empathy with issues faced by students and staff	✓		A, I, R
Excellent rapport with staff, students, parents, carers and outside agencies	✓		A, I, R
Commitment to continuous professional development	✓		A, I, R
Ability to act as a role model for students and staff by setting high personal and professional standards	✓		A, I, R
Integrity, honesty, transparency and commitment	✓		A, I, R
Self-motivated, passionate and driven to achieve results through effective, inspiring leadership and a common sense approach	✓		A, I, R
Calm and personable demeanour, especially when under pressure	✓		A, I, R