

## Vice Principal - Person Specification

**You should be able to demonstrate that you meet the following criteria:**

**E = Essential**  
**D = Desirable**

**Measured by:**

**A. Application Form**  
**C. Interview**

**B. Test / Exercise**  
**D. References**

Qualifications		
<b>E</b>	• Degree in relevant subject	<b>A</b>
<b>E</b>	• PGCE or equivalent	<b>A</b>
<b>E</b>	• QTS – the post is not suitable for NQT candidates	<b>A</b>

Knowledge & Skills & Abilities		
<b>E</b>	• Understanding of key methodologies which are effective in raising standards in schools/academies	<b>C</b>
<b>E</b>	• Able to lead, motivate and develop people to work individually and in teams towards a common goal	<b>C</b>
<b>E</b>	• Able to make decisions, identify and solve problems based on thorough analysis and sound judgement	<b>B</b>
<b>E</b>	• Strong interpersonal skills and ability to work well under pressure, delegate, plan and manage time effectively	<b>C/D</b>
<b>E</b>	• Ability to communicate effectively and clearly with all stakeholders	<b>C/D</b>
<b>E</b>	• Personal resilience and the ability to maintain staff morale at times of pressure and change	<b>B</b>
<b>E</b>	• Able to plan strategically for the future	<b>B/C</b>
<b>E</b>	• The ability to think 'outside the box' in order to stimulate innovation and to secure the future success of the Academy	<b>A/C</b>
<b>E</b>	• Ability to create positive relationships and 'defuse' situations	<b>A/C</b>
<b>E</b>	• The ability to work effectively and efficiently as part of a group and individually	<b>A/B</b>
<b>E</b>	• Competent in using ICT for recording, monitoring and reporting	<b>C</b>
<b>E</b>	• An ability to respect sensitive and confidential work and respect the wishes or others	<b>A/C</b>
<b>E</b>	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A/B/C</b>
<b>E</b>	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A/C/D</b>
<b>E</b>	• A clear understanding of effective safeguarding within the Academy	<b>A/C/D</b>

Experience		
<b>E</b>	• Successful track record and significant previous experience as Senior Leader	<b>A/D</b>
<b>E</b>	• Experience in accelerating the progress of groups of/individual students	<b>A/C</b>
<b>E</b>	• Experience of shaping and delivering professional development activity	<b>A/C</b>
<b>E</b>	• Recent successful experience of shaping and delivering an initiative and evaluating its impact	<b>A/C</b>
<b>E</b>	• Experience of effective line management of colleagues	<b>A/B/D</b>
<b>E</b>	• Experience of leading other colleagues	<b>A/B/D</b>
<b>E</b>	• Successful contributions to team work	<b>A/D</b>
<b>E</b>	• Proven track record as a highly skilled classroom practitioner	<b>A/D</b>
<b>E</b>	• In-depth knowledge and understanding of national educational development and priorities to include 11-16 curriculum, assessment and reporting	<b>A/C/D</b>
		<b>A/C/D</b>

<b>E</b>	• Successful involvement in self-evaluation processes and data analysis as an aid in personal and institutional improvement, development and change	<b>A/C/D</b>
<b>E</b>	• Successful working relationships with students, staff, parents/carers, Governors and the wider	<b>A/C/D</b>

#### **Continuous Professional Development**

<b>E</b>	• Evidence of commitment to personal CPD	<b>A</b>
<b>E</b>	• Ability to lead the development of others	<b>A</b>

#### **Leadership and Management**

<b>E</b>	• Ability to articulate, communicate and uphold the vision and embody the values that make Leeds West Academy unique	<b>C</b>
<b>E</b>	• Enabling the highest levels of student achievement through translating vision and ethos into practice	<b>B/C</b>
<b>E</b>	• Continue to take the Academy through a process of development and ongoing improvement	<b>C</b>
<b>E</b>	• Commitment to leadership by example	<b>C</b>
<b>E</b>	• Personal leadership skills in networking with a range of other providers in other sectors and institutions	<b>C/D</b>
<b>D</b>	• Proven practice in selecting, leading, motivating and supporting staff to achieve high standards for all	<b>B/C</b>

#### **General**

<b>E</b>	• An inspirational strategic leader, passionate about teaching and learning	<b>B</b>
<b>E</b>	• Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability	<b>A/C</b>
<b>E</b>	• Committed to raising standards of achievement through creative practice and applications of the arts specialisms	<b>C</b>
<b>E</b>	• Committed to the principles of the Academy programme	<b>C</b>
<b>E</b>	• Possess personal integrity, warmth and a willingness to grow and learn	<b>C</b>
<b>E</b>	• A willingness to carry out all duties within the role to the best of your ability	<b>C</b>
<b>E</b>	• Adopting a co-operative approach to the vision of the Academy	<b>C</b>

#### **Personal Qualities**

<b>E</b>	• An inclusive approach to education and a passion for making a difference	<b>A/C/D</b>
<b>E</b>	• Excellent communicator	<b>A/C/D</b>
<b>E</b>	• Effective team leader/member	<b>A/C/D</b>
<b>E</b>	• Drive and determination	<b>A/C/D</b>
<b>E</b>	• Ambition	<b>A/C/D</b>
<b>E</b>	• Energy, enthusiasm, sense of humour	<b>A/C/D</b>
<b>E</b>	• The ability to forge effective working relationships	<b>A/C/D</b>

White Rose Academies Trust is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.