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**PERSON SPECIFICATION**

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**Person Specification**

**Post Title: Vice Principal**

The College regards the following as important criteria and some essential (E).

**Qualifications**

* Good honours degree or equivalent qualification (E)
* Teaching qualification (E)
* Evidence of up to date continuing professional development (E)

**Experience**

* Successful teaching experience in the 16-19 age range (E)
* Record of successful management of a significant curriculum area in an institution providing 16-19 education with good or outstanding provision (E)
* A track record of rigorous quality assessment and leading successful quality improvement (E)
* Strategic planning and a record of delivering targets
* Leading organisational change
* Effective collaborative or partnership working
* Successfully managing a budget
* Experience of deploying staffing and other physical resources to ensure positive outcomes
* Experience of an OFSTED inspection

**Knowledge and Awareness**

* An understanding of the key issues for the sixth form sector (E)
* Knowledge of funding methodology and related financial issues (E)
* An understanding of the importance of financial management and control in a challenging environment (E)
* An understanding of the outward facing nature of the role in developing external relationships (E)
* Knowledge of current strategic curriculum issues and awareness of day to day issues (E)

**Skills**

* Leadership style which encourages, motivates, inspires and develops staff and students (E)
* Excellent communicator with effective listening, influencing and interpersonal skills (E)
* Strategic thinker, able to articulate a clear vision (E)
* Highly effective decision maker with excellent analytical and problem solving abilities (E)
* Open and consultative approach to management, breaking down barriers to find common solutions (E)
* Ability to maintain pro-active engagement with relevant educational bodies (E)
* Ability to interpret and interrogate data (E)
* To have excellent administrative, organisational and IT skills (E)
* To be able to demonstrate financial acumen

**Personal Qualities**

* Empathy with the needs and aspirations of post-16 students (E)
* A passionate commitment to raise standards of achievement across the College to continue to achieve excellence (E)
* Personal and professional integrity (E)
* Commitment to the principles of equality and diversity (E)
* Intellectual rigour and the ability to analyse and explain complex issues (E)
* Ability to maintain a sense of perspective and deliver sound judgements, even under pressure (E)
* Willingness to confront issues and make difficult decisions (E)
* An instinct for developing and maintaining positive and beneficial relationships with networks inside and outside the sector (E)
* An appreciation of the distinctive ethos of the sixth form college.

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted, any relevant issues arising from references will be taken up at interview.