

Person Specification for Vice Principal

QUALIFICATIONS / ABILITIES / SKILLS	ESSENTIAL	DESIRABLE
Qualifications		
Qualified Teacher Status	•	
A degree or equivalent	•	
A recent, relevant record of Continuous Professional Development	•	
Evidence of commitment to higher level professional development		•
Experience		
Teaching experience within the whole primary age range		•
A successful track record of teaching, with excellent classroom organisation and class management	•	
A successful track record of pupil progress with evidence of using the outcomes of the analysis to set targets and influence planning, so that there is a consistently high standard of teaching and learning	•	
Participating in a team approach to leadership and management, including a record of responsibility for successful development in the last two years	•	
Participating in and providing INSET	•	
A successful track record of high-quality pastoral care	•	
Whole school responsibilities held and successfully delivered within the last two years	•	
Experience of external links with parents and the wider community	•	
Experience of working in a Catholic school		•
Experience of working in a school-to-school partnership		•
Knowledge and understanding		
The principles and practice of primary education	•	
Curriculum management and the school's role in providing effectively for all pupils	•	
The leadership of a core subject	•	
The leadership or involvement with Inclusion		•
The role of leadership of monitoring an aspect of school effectiveness and maintaining a climate conducive to school review and evaluation	•	
Knowledge and understanding of GDPR	•	
Skills		
Ability to participate and lead effectively in strategies to support staff development and training	•	
Ability to create a positive team spirit, delegating and negotiating in a supportive way	•	
Can use ICT competently in teaching and administration	•	
Have excellent written and presentation skills	•	
Ability to participate in the establishment of links with parents and governors	•	

Have successful experience of engaging parents in the learning process	•	
Educational philosophy		
A child-centred approach to education which emphasises the development of the individual	•	
A strong commitment to the pursuit of excellence and success for all	•	
A demonstrated commitment to varied teaching and learning strategies to meet differing needs and learning styles	•	
A strong commitment to teamwork	•	
Personal characteristics		
A practising Catholic	•	
A clear understanding of, and a commitment to, the Catholic ethos of the school	•	
A kind nature	•	
Good personal organisation skills	•	
Ability to set and achieve clear goals and aims	•	
Ability to work co-operatively and collaboratively with colleagues at all levels	•	
Ability to enthuse and inspire colleagues to work collaboratively towards agreed goals	•	
Ability to communicate effectively and sympathetically with parents	•	
Good public speaking and presentational skills	•	
A great sense of humour	•	
A strong commitment to safeguarding and welfare of students	•	
Equal opportunities		
A strong commitment to equal opportunities in practice which encompasses gender, race, religion, and disability	•	
A commitment to working positively within school and Academy policies and guidelines to effect positive attitudes and raised expectations in the school.	•	

St Marie's Catholic Primary School and Nursery is committed to the safeguarding and wellbeing of students