

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Vice Principal	<b>Directorate/School:</b> Forest Moor School	<b>Grade:</b> L15-18
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Criteria Number	Attributes	Criteria	How Identified	Rank
1	Relevant Experience	Successful experience of School Leadership	Application form/Interview	Essential
		Experience of leading and developing a whole school aspect of education within a school / academy setting	Application form/Interview	Essential
		Experience of teaching in more than one Key Stage	Application form/Interview	Essential
		Efficient and effective budgetary management	Application form/Interview	Desirable
		Managing resources and personnel	Application form/Interview	Essential
		Experience of 'Change management'	Application form/Interview	Essential
2	Education and Training Attainments	Qualified Teacher Status (QTS)	Application form/Interview	Essential
		Evidence of further relevant training	Application form/Interview	Essential
3	General and Special Knowledge	Ability to interpret and use data to inform action	Application form/Interview	Essential

		Experience as safeguarding Lead or at least deputy safeguarding lead.	Application form/Interview	Desirable
		Knowledge of Team Teach legislation and practice.	Application form/Interview	Desirable
4	Skills and Abilities	Professional integrity and the ability to identify appropriate actions and interventions	Application form/Interview	Essential
		Ability to organise, lead and motivate staff;	Application form/Interview	Essential
		Effective leadership skills and the ability to contribute to the management of a team	Application form/Interview	Essential
		Excellent communication skills at all levels	Application form/Interview	Essential
		Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies	Application form/Interview	Essential
		Ability to set appropriate professional standards for self and others and complete detailed performance management objectives in line with school policy	Application form/Interview	Essential
		A track record of effective senior leadership in schools	Application form/Interview	Essential
		Track record of expertise in developing a relevant and engaging curriculum	Application form/Interview	Desirable
		Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals	Application form/Interview	Essential
5	Additional Factors	Valid, clean driving licence	Application form/Interview	Desirable
		Business Insurance vehicle cover	Application form/Interview	Desirable
		Completion of enhanced DBS check	Pre-interview administration	Essential
		Completion of two references	Pre-interview administration	Essential
		Commitment to safeguarding and promoting the welfare of children and young people	Application form/Interview	Essential

### **Additional expectations of a Senior Leader**

In addition to the specific responsibilities outlined above, as a senior leader you will be expected to play a major role in assisting other senior leaders:

- Formulate the aims and the objectives of the school;
- Establish the policies through which they are to be achieved;
- Managing staff and resources towards their achievement;
- Monitor pupil progress;
- Develop a curriculum to meet the needs of all pupils within the school;
- Support the aims and ethos of the Academy;
- Be a role model for staff in terms of positive approach, dress, punctuality, attendance and professional conduct;
- Take on any additional responsibilities which might from time to time be agreed with the Principal or Executive Principal;
- Attend and participate in review days, presentation evenings and performances, some of which may be outside school hours;
- Build strong links with parents/carers;
- Uphold the school's behaviour code and uniform regulations;
- Participate in and where appropriate lead staff training;
- Develop strong links with governors, LA support teams, outside agencies and neighbouring schools;
- Take appropriate responsibility for their own health, safety and welfare.