



Person Specification – Assistant Vice Principal

Category	Essential	Desirable
1. Faith Commitment	<ul style="list-style-type: none"> ▪ Secure understanding of the distinctive nature of the Catholic school and Catholic education ▪ Understanding of leadership role in spiritual development of pupils and staff ▪ Understanding of the school's role in the network (s), parish and wider community and in promoting community cohesion 	<ul style="list-style-type: none"> ▪ Evidence of participation in faith life of the community ▪ Experience in leading acts of worship in Catholic schools ▪ A practising and committed Catholic
2. Qualifications	<ul style="list-style-type: none"> ▪ Qualified teacher status 	<ul style="list-style-type: none"> ▪ Postgraduate level qualification ▪ NPQML/NPQSL ▪ CCRS or equivalent ▪ Willingness to apply for SLE
3. Experience	<ul style="list-style-type: none"> ▪ Successful experience of leading one or more subject areas ▪ Substantial, successful teaching experience 	<ul style="list-style-type: none"> ▪ Recent experience in a Catholic voluntary aided school ▪ Experience as member of senior manager ▪ Teaching experience in at least 2 of the 3 key stages: ▪ Foundation Stage, KS1 and KS2 ▪ Curriculum leadership in one or more core subjects ▪ Experience of teaching in more than one school ▪ Experience of teaching mixed age classes
4. Professional Development	<ul style="list-style-type: none"> ▪ Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning ▪ Evidence of delivering continuing professional development 	<ul style="list-style-type: none"> ▪ Evidence of continuing professional development relating to Catholic ethos, mission and religious education ▪ Experience of working with other schools/organisations/agencies ▪ Experience of leading/coordinating professional development opportunities ▪ Ability to identify own learning needs and to support others in identifying their learning needs



Person Specification – Assistant Vice Principal

Category	Essential	Desirable
5. Strategic Leadership	<ul style="list-style-type: none"> ▪ Ability to articulate and share a vision of primary education within the context of the mission of a Catholic school ▪ Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of Catholic education ▪ Evidence of successful strategies for planning, implementing, monitoring and evaluation school improvement ▪ Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these ▪ Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils ▪ Understanding of and commitment to promoting and safeguarding the welfare of pupils 	<ul style="list-style-type: none"> ▪ Knowledge of the role of the Academy Committee in a Catholic VA Academy ▪ Evidence of having successfully translated vision into reality at whole school level
6. Teaching and Learning	<ul style="list-style-type: none"> ▪ A secure understanding of the requirements of the National Curriculum and Early Years development ▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils ▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning ▪ Experience of effective monitoring and evaluation of teaching and learning ▪ Secure knowledge of statutory requirements relating to the curriculum and assessment 	<ul style="list-style-type: none"> ▪ A secure understanding of the requirements of the Curriculum Directory for Religious Education ▪ Understanding of successful teaching and learning in religious education across the key stages ▪ Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management



Person Specification – Assistant Vice Principal

Category	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	
7. Leading and Managing Staff	<ul style="list-style-type: none"> ▪ Ability to delegate work and support colleagues in undertaking responsibilities ▪ Experience of performance management and supporting the professional development of colleagues ▪ Understanding of effective budget planning and resource deployment 	<ul style="list-style-type: none"> ▪ Experience of working and leading staff teams ▪ Experience of working with governors to enable them to fulfil whole school responsibilities ▪ Successful involvement in staff recruitment, appointment/induction, understanding needs of a Catholic school ▪ Understanding of how financial and resource management enable a school to achieve its educational priorities
8. Accountability	<ul style="list-style-type: none"> ▪ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, parishioners and clergy ▪ Experience of effective whole school self-evaluation and improvement strategies ▪ Ability to provide clear information and advice to staff and governors ▪ Secure understanding of strategies for performance management 	<ul style="list-style-type: none"> ▪ Experience of presenting reports to governors ▪ Understanding the criteria for the evaluation of a Catholic school ▪ Leading sessions to inform parents ▪ Experience of offering challenge and support to improve performance



Person Specification – Assistant Vice Principal

Category	Essential	Desirable
<p>9. Skills, Qualities & Abilities</p>	<ul style="list-style-type: none"> ▪ High quality teaching skills ▪ Strong commitment to the mission of a Catholic school ▪ Commitment to their own spiritual formation and that of pupils ▪ High expectations of pupils' learning and attainment ▪ Strong commitment to school improvement and raising achievement for all ▪ Ability to build and maintain good relationships ▪ Ability to remain positive and enthusiastic when working under pressure ▪ Ability to organise work, prioritise tasks, make decisions and manage time effectively ▪ Empathy with children ▪ Good communication skills ▪ Good interpersonal skills ▪ Stamina and resilience ▪ Confidence 	
<p>10. References</p>	<ul style="list-style-type: none"> ▪ Positive and supportive faith reference from priest where applicant regularly worships ▪ Positive recommendation in professional references ▪ Satisfactory health and attendance record 	<ul style="list-style-type: none"> ▪ Faith reference without reservation ▪ Professional reference without reservation



Person Specification – Assistant Vice Principal

Category	Essential	Desirable
11. Safeguarding	<ul style="list-style-type: none">▪ Sacred Heart Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants	