

**PERSON SPECIFICATION:
Vice-Principal (Further Education)**

	Essential	Desirable
Education & Qualifications	<p>Qualified Teacher/FE teacher/Lecturer with a Degree</p> <p>Evidence of continuing professional development commensurate with this post</p> <p>Or graduate with relevant degree</p>	<p>Diploma or Masters in SEN</p> <p>Relevant experience as a Vice/ Assistant College Principal/Head of department</p> <p><u>or</u></p> <p>Deputy/Assistant School Head Teacher/ or head of department</p>
Experience	<p>Manager in SEND Education with team leadership experience</p> <p>Experience of relevant curriculum programmes</p> <p>Budget and resource management</p> <p>Proven track record of positive career progression within the Education sector</p> <p>A positive track record as a people manager including employee relations matters</p>	<p>Familiar with the standards and regulations of the EFA</p> <p>Preparing for OFSTED inspections</p> <p>FE experience</p> <p>Preparing a SAR and/or CIP</p> <p>Experience in an SEND setting</p> <p>Experience of students with autism and cognitive impairment.</p> <p>Experience of working in the charitable sector.</p> <p>Experience of applied behaviour analysis or related techniques.</p>
Skills	<p>Ability to build, lead and play a positive role in a highly cohesive and high performing team based on the principles</p>	<p>Familiar with the use of educational software packages</p>

	Essential	Desirable
	<p>of trust, mutual respect and empowerment.</p> <p>Strong communication skills with the ability to produce concise and persuasive written information as well as to speak powerfully to diverse audiences including at high-level meetings.</p> <p>Ability to plan, organise and deliver within clearly defined timescales</p> <p>Demonstrate excellent written and verbal communication skills</p> <p>Evidence of effective IT skills particularly Microsoft Office</p>	
Attributes	<p>Committed to the equality of disabled people and able to embrace diversity and exhibit compassion and respect</p> <p>Flexibility to attend out of hours on occasion either by prior arrangement or in an emergency</p> <p>Confident and competent ambassador for the organisation</p> <p>Suitable to work with complex, vulnerable young people and parents.</p> <p>Emotional resilience commensurate with the demands and responsibilities of the post</p>	

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Essential personal qualities	<p>Able to develop strong working relationships across all staff groups</p> <p>Able to communicate sensitively to wide range of audiences</p> <p>Ability to maintain confidentiality</p> <p>Use initiative.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>A commitment to safeguarding and promoting the welfare of children, young people and adults at risk.</p>	

December 2016/TL