

## Vice Principal Curriculum development and Student outcomes

*Leadership £60,000 - £65,000*

**Job Purpose: to strategically lead on Curriculum, Assessment and Student achievement.**

### ***Roles and Essential Characteristics***

As strategic managers with whole-school responsibilities, Leadership Group members (Executive Principal, Principal, Vice Principal and Assistant Principal) share the following roles including a contract, which goes beyond the 1265 hours working time applicable to teachers.

- To support the Principal in transforming leadership at all levels of the Academy
- To lead on aspects of Academy improvement and development planning
- To work with all SLT in promoting the Academy's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- To have major line management responsibilities, oversight of the work of other colleagues, and direct responsibility for specific objectives in the School Improvement Plan including carrying out Performance Management reviews
- With the Principal, build leadership capacity within the senior and middle leadership teams and provide opportunities for them to flourish
- To demonstrate commitment to raising student attainment and staff expectations in every aspect of academy life in particular to monitor and create a behaviour for learning culture to raise levels of departmental and student attainment
- To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion and demonstrate a commitment to teamwork and collegiality
- To be highly visible and high profile: reinforcing standards of student behaviour and the academy's core values and ethos (including supervision, duties and assemblies)
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly (at least once per fortnight) and sharing the minutes of those meetings with the Middle Leader and the Principal,
- To take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage
- To monitor and evaluate the effectiveness of aspects of achievement and attainment of all groups of students and to develop strategic action plans that have measurable impact.
- To lead on aspects of Academy self-evaluation and preparation for inspection
- To be an effective classroom practitioner undertaking an appropriate teaching load (performance should meet or exceed Threshold standards)
- Being of exemplary professional conduct and a role model for all staff and students: offering leadership, direction and support based upon effective communication and inter-personal skills
- To present the academy to parents and the community in a positive light in order to enhance its positive image
- To report regularly to appropriate Governing Body committees and/or the full Governing Body on specific aspects of the School Improvement Plan

## Responsibilities

The post holder will report directly to the Principal and will be a member of the Senior Leadership Team working alongside a second Vice Principal and a team of 2 Assistant Principals

- To lead the attainment section of the School Improvement Plan and to work towards the achievement of whole school targets related to attainment at key stage 3, key stage 4 and key groups such as Pupil Premium students. To demonstrate how you plan to bring about change and improvement over time, moving towards an agreed vision with clear success criteria and outcomes
- To lead, design, develop and embed the development of the academy's policies for Curriculum, Assessment, Achievement, and Reporting and to monitor and regularly evaluate impact and revise actions to ensure improved outcomes.
- To lead and monitor the work of Heads of Department, Achievement Leaders, Assistant Principal Teaching and Learning, Data Manager and Examinations officer.
- To be responsible for operational management of strategies to improve attainment and Curriculum developments including enrichment.
- To be responsible for a delegated budget in relation to Academic achievement, Intervention, Pupil Premium.
- To be responsible for students requiring additional academic provision and intervention. Producing robust analysis on the impact of intervention.
- To lead the data and examinations team in ensuring actions are timely and robust.
- To devise effective extra-curricular interventions to ensure good academic achievement in key groups of students.
- To prepare reports for the Principal, Senior Leadership Team and Governors relating to Attainment, Progress, Curriculum provision and Curriculum enrichment.
- To develop further partnerships with parents and liaise with other stakeholders in the community, Local Authority and United Learning.
- To monitor and evaluate standards against the most recent OFSTED report and update the relevant sections for self-evaluation.
- To assist in the organisation of Progress Evenings raising awareness and improving attendance at Progress Evenings.

- To contribute to the development of the use of SIMS or other MIS in monitoring and reporting on curriculum matters.
- To lead staff professional development and INSET related to achievement, curriculum design, and assessment.
- To liaise and meet outside agencies relevant to improving aspirations within the Academy.
- To lead assemblies which promote a strong work ethos and focus on achievement through excellent resilience and improved progress.
- To promote the academy in the local and wider community.
- To undertake other duties and relevant tasks which may occasionally be required.

*The job description is not a finalised definition of the post. It will be reviewed at key points based on your skills, experience and interests and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.*