

## Job Description

**Job Title:** Vice Principal – Achievement and Outcomes  
**Grade:** L19 - 23  
**Accountable to:** Principal

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### Role:

You will work with the Principal and the Senior Leadership team on the strategic development of the Academy, with a particular focus on improving the achievement and outcomes for all students at Leeds East Academy.

Acting on significant delegated authority from the Principal, you will ensure that all students in the Academy make good progress from their starting points resulting in excellent outcomes in the 1-9 examinations. On behalf of the Principal, you will carefully track and monitor the progress of all students in order to plan and implement a timely and highly effective programme of intervention, resulting in students making rates of progress which are above the national average. You will meet regularly with Middle Leaders and hold them stringently to account in order to tackle any areas of underperformance across the curriculum, in addition to leading on the Academy Raising Attainment Plan.

Please note that this job description should be read in conjunction with the National Core Standards for Teachers for main-scale post holders, and the post-threshold standards where applicable.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.*

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### General Duties:

- Present impact to Middle and Senior Leadership team
- To take a lead role in ensuring there is a high standard of behaviour around the Academy at all times
- To do morning, break, lunch and after school duties, on-call and isolation senior warnings as required
- To deliver assemblies in line with the Values Curriculum
- To ensure that any data relevant to responsibilities is checked for accuracy and carefully analysed before actions are put in place and that all actions are carefully monitored to evaluate the impact; to develop and improve the Academy's Data Management systems.
- To support the Academy with all key events, including Open Evenings
- To respond to parental queries and complaints as directed by the Principal
- To line manage wider leaders at the discretion of the Principal
- To challenge underperformance within the team and to take a role in supporting underperforming staff, as required by the Principal
- To report to the Principal and Local Accountability Board on areas of responsibility as required.
- Take a lead on the development of achievement areas on the Academy website, ensuring that content is refreshed on a regular basis and that the website is legally compliant

- Ensure that all academy policies are reviewed on an annual basis, presented to Governors for checking and updated on the school website
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#### **Duties specific to the role:**

- Work with the Data Systems Leader to set challenging targets for students to secure rapid progress and outcomes above national average.
- Oversee key stage 4 achievement, including transition, raising attainment and progress through the implementation of targeted and highly effective intervention and support strategies.
- Pre-data collection, quality assure mock exam materials and processes to ensure that mock examinations are highly purposeful and adequately prepare students for the demands of the 1-9 examinations.
- Ensure data collection processes are effectively communicated to all stakeholders and are completed within the appropriate time scales.
- With the Principal and Data Systems Leader (DSL) conduct a detailed analysis of data, post collection, to establish clear actions which will have a positive impact on improving outcomes for all students.
- Identify key groups of underperforming students and share this data with all teaching professionals at East to facilitate quality Wave 1 intervention.
- Establish clear systems to quality assure grades awarded post mock examinations so that the Senior team has confidence in the accuracy of assessment.
- With the Principal, coordinate and conduct post data collection cross curricular accountability meetings with middle leaders to challenge underperformance.
- Liaise with the Inclusive Learning and Safeguarding Provision Leader to carefully track and monitor the achievement of offsite students ensuring they achieve good outcomes at their provision.
- Work collaboratively with the Assistant Principal Core Development to ensure robust systems are in place across Maths, English and Science which promote good progress, achievement and outcomes for all students.
- Oversee and organise the achievement of all key groups, including disadvantaged students across the school, including the organisation and monitoring of intervention strategies through leading RAP.
- Track and monitor the quality and effectiveness of study+, intervention and revision sessions ensuring maximum impact on progress and achievement.
- Lead on the expectation of line management of colleagues across the Academy ensuring that all meetings are documented on OneNote in line with the LEA line management protocol.
- Make arrangements for and coordinate visits to the Academy from external stakeholders / VIP's.
- Working with relevant colleagues, lead on the organisation of Academy events including Open Evening, Transition Evening, Parents Evenings, Rewards Evening and other key events as required.
- Lead on the PIXL programme, ensuring that all main meetings are attended on a rotation basis by senior colleagues and that other meetings are attended by middle leadership colleagues. Develop strong relationships with PIXL and ensure that value for money is achieved from the membership.
- Ensure that the appropriate PIXL strategies, which improve achievement and outcomes are identified and embedded across the curriculum to establish clear systems and a shared approach to improving achievement.
- Lead on the Gorse Academies Trust partnership, ensuring that all developmental meetings are attended by middle / senior leadership colleagues. Collect appropriate feedback from all events to support the tailoring of future events to the needs of LEA colleagues.
- Ensure that displays throughout the Academy are to the very highest of standards and refreshed on a regular basis.
- Ensure that areas of the website related to areas of responsibility are updated regularly.
- Provide three news stories to the marketing team each half term.
- Contribute to the Academy SEF & Academy Development and Improvement Plan.
- Deputise for the Principal as required.

- Other areas as directed by the Principal.

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#### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
  - Adhere to the Principles expressed in the aims of the Academy and its mission statement.
  - Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings and putting forward ideas for improvement.
  - Be a positive, collaborative team member.
  - Apply Academy policies in all aspects of the role.
  - Keep up to date with all aspects of the Safeguarding Children policy as it applies to the post.
  - To promote equality, diversity and inclusion and demonstrate this within the role.
  - To be jointly responsible for promoting and safeguarding the welfare of students.
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#### **Equal Opportunities:**

- To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principals to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principal of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>	Mrs. S. Carrie	<b>Dated</b>	7/2/2018
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