

OKEHAMPTON COLLEGE

Job Title	Vice Principal (Curriculum, data and standards)
Grade	L18-L22
Job Term	Permanent from September 2018
Responsible to	Principal
Job Purpose	<ul style="list-style-type: none">• As part of the Senior Leadership Team, to contribute to the strategic and developmental planning of Okehampton College and to lead whole school initiatives and developments.• Together with the Pastoral Vice Principal, deputise for the Principal when required.• To contribute where appropriate to the leadership of the Dartmoor Federation and Dartmoor Multi Academy Trust.
Key Accountabilities	<ul style="list-style-type: none">• To embody Okehampton College's vision and values and consistently practice collective responsibility as a member of the leadership team to realise this vision.• Oversight and co-ordination of the curriculum provision in Key Stages 3, 4 and 5 to ensure that they are relevant, appropriate and meet the needs of all of our students.• To ensure that the curriculum is delivered consistently and to a high standard in order meet the college targets.• To identify and implement improvement in the curriculum provision of the College with the support of the senior team.• To oversee Parents' Evenings.• To oversee Extended Learning Days.• To drive the College Aspire programme.• To Support the SEND department.• To lead on whole school data analysis and to work with SLT and middle leaders to ensure that underachievement is identified and appropriate effective intervention is taking place.• To use data effectively to drive development, to raise standards and to measure impact.• To lead the day to day operation of the college from a curriculum and standards perspective.• To attend meetings with governors and outside agencies as appropriate to the role.

	<ul style="list-style-type: none"> • Line management of senior and middle leaders establish creative, responsive and effective approaches to learning and teaching. • Set high expectations and set stretching targets. • Monitor, evaluate and review school practice and promote improvement strategies across the College. • Tackle under-performance at all levels. • Any other duties deemed appropriate by the Principal.
Characteristics	<ul style="list-style-type: none"> • Understanding of and commitment to the role of a Senior Leader in a large College. • Willingness to work outside the timetabled day and week. • Willingness to change duties in light of the needs of the College. • A willingness to regularly attend College functions. • A willingness to represent the College at other functions. • A flexible approach. • An attention to detail. • Ability to work hard to meet competing deadlines. • Ability to prioritise appropriately and to maintain a good humour. • To be interested in students as individuals and in how they learn. • To understand the importance of team work and collaboration and to work accordingly.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).