**St Michael’s Catholic College**

**JOB DESCRIPTION**

**VICE PRINCIPAL**

**STANDARDS & ACHIEVEMENT**

## Reports to: The Principal Starting Date: April or September 2018

## Salary: L20-24

**Main areas of responsibility and key tasks:**

The postholder will be part of the Leadership Team and lead the development of whole college policy and practice in the area for which they have responsibility. The postholder is expected to make a significant contribution to college improvement. This post comes under the terms and conditions of staff on the Leadership Pay Spine (see College Teachers’ Pay & Conditions Document for further information).

**Accountable for:**

* Collective leadership of the college
* On-going college management
* Student Progress and Achievement
* Quality Assurance
* Oversight of CPD

## Core purpose and accountability:

* To play a major role under the direction of the Principal in setting the aims and objectives of the college, establishing policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the college and monitoring progress towards their achievement.
* To undertake the professional duties of a Vice Principal as reasonably delegated by the Principal. To undertake the professional duties of the Principal, in the event of absence from college (if required to do so).
* To provide professional leadership of a key aspect of the college and to shape priorities within the College Improvement Plan.
* To contribute to the Governing Body to enable it to meet its responsibilities.

## Strategic leadership:

* Support and secure the commitment of others to the visions, ethos and policies of the college and promote the highest levels of achievement for students.
* Embed ambition and drive improvement across the college.
* Articulate the vision of the college and ensure that it is understood, shared and acted upon by all. Demonstrate the vision and values of the college in everyday practice.
* Effectively support colleagues in how they lead and manage students and staff.
* Contribute to the creation and implementation of the College Improvement Plan and take responsibility for leading key aspects of it.
* Lead on college self-evaluation - in relation to standards and achievement - and thereby identify priorities for improvement.
* Identify key professional development needs in relation to the areas for which you have responsibility and ensure that these are addressed.
* Oversight of CPD budgets and CPD models.

## Student achievement:

* Promote a clear understanding for staff and students of what constitutes outstanding, good and expected progress, that is fit for purpose for St Michael’s Catholic College.
* Lead activities that promote student achievement across the college and accelerate the progress of all learners.
* Lead the development and delivery of targeted intervention programmes to ensure that student outcomes exceed national expectations.

## Quality assurance and use of data:

* To lead the development of whole college quality assurance systems.
* To present and oversee the analysis of data for a range of audiences that leads to college improvement.
* To develop with the Assistant Principal in charge of data the use of data at subject teacher level to ensure that teacher planning is tailored to individual needs, particularly the most able and students with SEN/D needs.
* To equip senior and middle leaders to utilise data to track progress and identify appropriate and timely interventions with staff and students.
* To lead the development of the college’s assessment and reporting process.

## Leading and managing staff:

* To support staff in achieving high standards through effective professional development.
* To promote positive working relationships with and between students and staff throughout the college.
* To monitor and review the performance of those colleagues for whom you have line management responsibility.
* To lead heads of department/pastoral leaders’ meetings as they relate to your sphere of influence.
* To ensure that the Principal and governors are well informed and advised about educational plans, policies and priorities in the areas for which you have responsibility and that progress is evaluated and outcomes shared.
* To be committed to self-development (review own practice, set targets and take responsibility for own professional development) and to build a professional learning community which enables staff to achieve their potential.

## Effective deployment of staff and resources:

* To work with the Principal to provide effective organisation and management of the college and seek ways to improve organisational structures and systems based on rigorous self-evaluation.
* To ensure the college and the people and resources in it are organised and well managed to provide an efficient, effective and safe learning environment.

## Strengthening Community:

* To work with the Principal to create and maintain positive and supportive relationships with parents, carers and the wider community.
* To promote collaboration with other colleges and organisations e.g.: through The Catholic Teaching Alliance in order to share expertise and secure benefits for the staff and students of the college.

## Generic:

* To be a practising Catholic.
* To carry out the duties of a college teacher as set out in the 2017 Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may reasonably be directed by the Principal and expected of class teachers at St Michael’s Catholic College.
* To be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection – reporting all concerns to the appropriate person.
* To promote learning that enables students to achieve high standards and to share and support the college’s responsibility for the well-being, education and discipline of all students in its care.
* To uphold the college’s principles and policies that underpin good practice and the raising of standards and to promote the college’s aims and values.
* To play an active role in the college’s self-evaluation process as a member of the teaching staff as well as a senior leader.
* To engage in professional development, keeping up-to-date in the latest thinking, coaching, mentoring, self-evaluation, peer review, learning walks, work scrutiny, lesson observation and other quality assurance processes.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of pupils. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Principal.

**Please note** that St Michael’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

January 2018