**Darwen Vale High School**

**Job Description – Vice Principal**

**Salary Range L17 – 21 £58,389 - £64, 417**

**PURPOSE:**

The Vice Principal is expected to deputise for and support the Principal with regard to internal organisation and management of the school, take a leading role in the coordination of the whole school and uphold through personal example the philosophy on which the school’s life is based and the values that will determine the quality of school life for everyone.

The Vice Principal will provide professional leadership for the school in areas agreed with the Principal, which secure success and continuous improvement in achievement, teaching learning and assessment and ensure a high quality education and school experience for all students.

Staff are the major resource upon which the school’s continued success will be determined. The Vice Principal will take a major role in supporting, developing and holding to account all staff.

**Reporting to: Principal**

Main areas of responsibility:

* Deputising for the Principal
* Working with members of the Senior Leadership Team, Middle Leaders, teachers and associate (support) staff to ensure high quality provision and outcomes for students
* Providing clear strategic direction to the school to sustain and build on our success and reputation
* Enabling the efficient and effective day to day running of the school

(Specific responsibilities will be agreed on appointment)

The Vice Principal will support the Principal:

* in delivering the school’s vision of “*Students at Darwen Vale High School will achieve academically beyond personal expectations and prior attainment. They will experience an outstanding and enjoyable education”.*
* in promoting the aims of the school through the implementation of the policies of the LGC and MAT
* in developing an environment in which staff and pupils are able to achieve their full potential
* in evaluating the school, developing and implementing the School Development Plan and continually monitoring, reviewing and updating the plan/targets
* in enabling staff to carry out their delegated roles and responsibilities
* in leading on areas as agreed with the Principal, and highlighted in the SLT line management structure
* in ensuring that resources are deployed efficiently, providing best value for money

**Leading and Managing:**

The Vice Principal will support the Principal:

* in taking an active role in the recruitment and selection of teaching and support staff
* in encouraging and motivating all staff to contribute to improvements to the quality of education provided and the standards achieved
* in taking an active role in the deployment and performance management of staff, encouraging initiative and teamwork and ensuring that they receive appropriate professional development
* in creating and maintaining good working relationships with all members of the school community
* in promoting the school’s ethos through personal example ensuring the highest standards are expected from all members of the school community
* in ensuring that professional duties are fulfilled as specified in the School Teachers’ Pay and Conditions Document and National Teachers’ Standards
* in maintaining a duty of care regarding student, staff and visitors’ health, safety and welfare
* in keeping abreast of new initiatives

**Accountability:**

The Vice Principal will:

* work closely with the Principal, LGC and MAT as appropriate
* undertake a teaching commitment, including cover if necessary
* develop and secure a positive working relationship with all stakeholders
* take an active role in the development and organisation of the whole school
* support continual professional development for all staff
* be responsible for the areas agreed with the Principal, as outlined in the SLT line management structure.

It is recognised that a long and inclusive list can never of itself sum up the key role of the Vice Principal. The Vice Principal is a senior professional within the school. His/her work and professionalism should provide leadership to other staff and sound guidance to all students.

**Teaching, Learning and Assessment:**

* Be a role model for the delivery of high quality teaching and learning
* Ensure the effective delivery of the high standards of teaching and learning
* Encourage the sharing of good practice across the school
* Monitor, evaluate and improve the quality of teaching, standards of learning and the achievement of students

**Other Specific Duties:**

* Be accountable to the Principal for all delegated pastoral and management tasks;
* Play a full part in the life of the school community, to support its distinctive ethos and policies and to encourage and ensure staff and students to follow this example;
* Continue personal professional development as agreed;
* Engage actively in the performance review process;
* Comply with the school’s policies and play a role in the development of and monitoring of policies
* Be flexible and adaptable, and willing to work across the cluster to work with and develop other staff as required.

It must be recognised that there will be tasks, which the Vice Principal will be expected to undertake as part of the role of a senior leader. These may change in their content and complexity as the school develops in the future.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature as the Principal may reasonably require