

**JOB TITLE:** Vice Principal (Harewood College)

**ACCOUNTABLE TO:** Principal

**MAIN PURPOSE:**

The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers’ Pay and Conditions document, other current educational and employment legislation, relevant teacher and Headteacher standards and the school’s Articles of Government.

**The Vice Principal will:**

* Undertake such duties as are delegated by the CEO & Principal.
* Deputise for the Principal in all duties as required.
* Play a major role under the overall direction of the CEO in formulating and reviewing the Trust and College Development Plans by:
* Designing aims and objectives
* Establishing the policies through which they shall be achieved
* Managing staff and resources to that end
* Monitoring progress towards their achievement.
* Be a member of the senior management team.
* Assist the Principal in managing the College.
* Support and represent the Principal at meetings as and when required.
* Undertake the normal responsibilities of the class teacher.

**MAIN TASKS:**

*The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strategic objectives of the College. These are set and negotiated with the CEO on an annual basis.*

1. **Class teacher responsibilities**
   1. To carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

* 1. To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including the provision of cover.

1. **The internal organisation, management and control of the College**
   1. To have specific responsibilities to be agreed upon appointment and annually thereafter.
   2. To contribute to:

* Maintaining and developing the ethos, values and overall purposes of the Trust and College
* Formulating the aims and objectives of the school and policies for their implementation
* A Trust and College development plan which will translate aims and policies into actions
* Monitoring and evaluating the performance of the College alongside the Principal
* Implementing the Trust’s policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
* The efficient organisation, management and supervision of College routines
  1. Line manage Subject Leaders (as specified annually) and hold regular meetings to review progress in their area
  2. Oversee the pastoral care / behaviour of a House (as specified annually) and hold regular meetings with the Pastoral Head to review / monitor issues

1. **Curriculum, Teaching & Learning**
   1. To contribute to:

* The development, organisation and implementation of the College’s curriculum
* College policies on curriculum, teaching and learning styles, assessment, recording and reporting
* Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
* Ensuring that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Directors in their future management of the College
* Ensuring that the individual student’s continuity of learning and effective progression of achievement are provided
* The promotion of extra-curricular activities in accordance with the educational aims of the College
  1. Have an accurate picture of the strengths and weaknesses of teaching and learning through precise data analysis, lesson observations, learning walks and other monitoring processes
  2. Facilitate departmental reviews (one department per term) and provide support for the departments where quality assurance processes suggest this is necessary
  3. Improve the quality of teaching and learning
  4. Facilitate a support programme for teachers where necessary

1. **Student care**
   1. To contribute to:

* The development, organisation and implementation of the College’s policy for the personal and social development of students including pastoral care and guidance
* The effective induction of students
* The determination of appropriate student groupings
* The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
* The development among students of self-discipline
* The handling of individual disciplinary cases

1. **The Management of Staff**
   1. To participate in the selection and deployment of teaching and associate staff of the College
   2. To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
   3. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers
   4. To contribute to staff development policies in relation to:

* The induction of new and newly qualified teachers and other staff
* The provision of professional advice and support and the identification of training needs
* Students under training/work experience
  1. To demonstrate effective leadership, representation and liaison both within the College and other interested or involved persons or bodies.
  2. To maintain good relationships with individuals, groups and staff unions and associations.

1. **The management of resources**
   1. To contribute to the formulation of the College’s policies and procedures concerning resource management
   2. To allocate, control and account for those financial and material resources of the College which are delegated by the CEO.
   3. To promote an attractive environment which stimulates learning and enhances the appearance of the College.
   4. To contribute to arrangements for the security and effective supervision of the College buildings, their contents and grounds, including aspects of health and safety.
   5. To maintain effective working relationships with external agencies and services contracted to the Trust and College
2. **Relationships**
   1. To advise and assist the Directors and Governors as required in the exercising of its functions including attending meetings and making reports.
   2. To assist liaison and co-operation with external stakeholders.
   3. To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education.
   4. To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
   5. To assist liaison with other professional bodies, agencies and services.
   6. To develop and maintain positive links and relationships with the community, local organisations and employers:

* To promote a positive image of the College
* To ensure that the College plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

***The applicant will be required to safeguard and promote***

***the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to Deputy Headteachers.*

Signed (Teacher): ………………………………………………. Date:..………………

Signed (Appraiser): …………………………….………… Date: ……………….