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**WITCHFORD VILLAGE COLLEGE**

## Job Description

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| **Post Holder:** |  |
| **Post Title:** | **Vice Principal** (Progress and Attainment) |
| **Post Purpose:** | Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)  To provide strategic leadership leading to improvement of outcomes for students and be accountable for all groups progress and attainment across the college  To champion disadvantaged students and to ensure the college narrows and ultimately closes the attainment gap  To support the monitoring and appraisal of the quality of teaching and learning and to be accountable for the quality of teaching and the achievement of students within the designated areas of responsibilities  To contribute to the provision of an appropriately broad, balanced, relevant and personalised curriculum in the subjects for all students, particularly those with identified needs  To lead, develop and enhance the range of strategies, activities and programmes used to raise achievement and address under-performance in line with the strategic aims of the College and Trust  Contributing to policy decisions and decisions on curriculum, assessment, pastoral management, behaviour management, staffing and other matters  With the Senior Leadership Team contribute to modelling the ethos and vision of the College and Trust and ensuring ‘Excellence as Standard’ becomes the default for all provision in the College  To make a significant contribution to College and Trust self-evaluation  To lead and manage areas of whole College responsibility as determined by the Principal and CEO |
| **Reporting to:** | Principal and MET Director of School Improvement |
| **Responsible for:** | * Progress and attainment and be accountable for all groups progress and attainment across the college; narrowing and closing the attainment gap of disadvantaged students * Line management of Bucket One Lead Practitioners (English and Maths) |
| **Location:** | The main place of work will be Witchford Village College but you may be required to work at other schools and sites within Morris Education Trust by mutual agreement |
| **Working Time:** | Full time as specified within the STPCD |
| **Salary/Grade:** | Leadership Range : L17 to 21 |
| **Disclosure Level:** | Enhanced DBS |

In addition to those professional responsibilities common to all classroom teachers of the Morris Education Trust, the Vice Principal will be a member of the senior leadership group and as such play a full part in the management of the Witchford Village College. Further specific duties and responsibilities will be detailed separately.

## 1. Accountability for Strategic Planning

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| 1.1 | Being accountable for project management to deadlines and engaging staff as appropriate; delegating, providing resources and delivering to the highest quality outcomes |
| 1.2 | Lead the strategic development of whole College responsibilities in line with the College’s and Trust’s development plans |
| 1.3 | Lead, support and guide the relevant leaders in their responsibilities to ensure highest possible outcomes in the College |
| 1.4 | Support and guide subject teachers to remove barriers to learning and differentiating the curriculum appropriately |
| 1.5 | Monitor and evaluate the progress and attainment of all students, with a particular focus on rates of progress and the performance of key groups such as HAPs, PP and SEN/D and be accountable for development effective ways of overcoming and removing barriers to learning |
| 1.6 | Engaging positively and enthusiastically with parents and families and develop effective related programmes to raise aspirations |
| 1.7 | Be accountable for leading and managing the college’s drive to improve progress and attainment of all students |
| 1.8 | Acting as the key driver for development and change in a range of areas |
| 1.9 | Deputise in the absence of the Principal |

## 2. Curriculum Provision and Development

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| 2.1 | To liaise with relevant leaders to ensure the delivery of an appropriate, personalised, comprehensive, high quality and cost-effective curriculum programme which complements the College and Trust Development Plans and College/Trust Self-Evaluation |
| 2.2 | To keep up to date with national developments of teaching practice and methodology |
| 2.3 | To explore, shape and lead new curriculum developments reflecting national developments aiming to secure the best possible outcomes for all students |

## 3. Accountability for leading and line management of other staff

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| 3.1 | Oversee the day-to-day management of designated staff; leading, developing and enhancing the teaching practice of others and ensure that identified staff development needs are met with appropriate support programmes |
| 3.2 | Participate in the interview process for relevant teaching posts and ensure effective induction of new staff |
| 3.3 | Contribute to appraisal and provide evidence to support judgements for a group of staff |
| 3.4 | Promote positive and effective teamwork and to motivate staff to ensure strong working relations that lead to more successful outcomes for students |
| 3.5 | Participate in the College’s ITT/NQT/RQT programme providing mentoring and support as required |

## 4. Quality Assurance

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| 4.1 | Ensure effective operation of quality control and assurance systems and to take all necessary steps to improve provision and outcomes |
| 4.2 | To contribute to the College and Trust procedures for lesson observation |
| 4.3 | To monitor and evaluate the provision and impact of intervention and enrichment programmes in line with agreed College procedures including the evaluation against quality standards and performance criteria |
| 4.4 | To ensure quality procedures meet the requirements of College and Trust Self Evaluation and the College’s and Trust’s Development Plan |

## 5. Management Information

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| 5.1 | Ensure maintenance of accurate and up-to-date information concerning the designated responsibilities |
| 5.2 | Provide, analyse and report upon information relating to the implementation and impact of interventions and enrichment programmes |
| 5.3 | Identify and take appropriate action on issues arising with the whole College and Trust responsibilities |

## 6. Communication and Liaison

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| 6.1 | Liaise with staff in relation to teaching, learning and development of whole College inclusive practice |
| 6.2 | Promote collaborative partnerships across the Trust and Teaching School Alliance and with outside agencies/other schools |
| 6.3 | Ensure all parents and colleagues are kept informed of matters relating to whole College responsibilities |
| 6.4 | Ensure effective communication/consultation as appropriate with parents/carers of students’ |

## 7. Pastoral System

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| 7.1 | To play an active role in developing and supporting the Vertical Tutoring system |
| 7.2 | To promote the general progress and well-being students and of the student body as a whole |
| 7.3 | To support the Heads of House to ensure the implementation of the College’s Vertical Tutoring system |
| 7.4 | To lead assemblies and tutorials and encourage their full attendance at all lessons and their participation in other aspects of College life |
| 7.5 | To evaluate and monitor the progress of students and keep up-to-date student records as may be required |
| 7.6 | To contribute to the preparation of action plans and progress files and other reports |
| 7.7 | To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved |
| 7.8 | To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of students, after consultation with the appropriate staff |
| 7.9 | To contribute to PSHE, citizenship, careers-related learning and enterprise according to College policy |
| 7.10 | To apply the Behaviour Policy so that effective learning can take place |

## 8. WVC and MET Ethos

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| 8.1 | Promote the College’s and Trust’s ethos and culture and to be a positive role model for the vision, values and aims of WVC and MET |
| 8.2 | Play an active role in the development of MET and to collaborate with other leaders and teachers across the Trust |
| 8.3 | Ensure compliance with the Trust’s policies and procedures and to identify areas for improvement |
| 8.4 | Ensure compliance with the Trust’s Health and Safety policy |

## 9. Safeguarding

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| 9.1 | To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the College’s and Trust’s Safeguarding/Child Protection policies |
| 9.2 | Assume the appropriate level of responsibility for safeguarding and promoting the welfare of children |
| 9.3 | To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to undertake work of a similar level that is not specified in the job description

## 14. Signatures

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Signed .......................................... Signed ......................................**

**(Vice Principal) (Principal)**

**Dated ............................................ Dated .......................................**

**(Vice Principal) (Principal)**