

Job Description

Job Title: Vice Principal – Quality of Education
Grade: L19 - 23
Accountable to: Principal

Role:

The Vice Principal will be an outstanding leader, who is able to share the vision for our Academy and who will inspire and empower others, to make a significant contribution to the academy's overall effectiveness. The postholder is driven by a commitment to creating the best possible educational opportunities for the young people of Leeds City Academy in order to raise aspirations and transform lives.

You will be an experienced leader with a track record of sustained impact and influence in your area of specialism. You will demonstrate a solid understanding in your formulation and implementation of strategy, evidenced by sustained and significant school-wide improvement.

You will work with the Principal and the Senior Leadership team on the strategic development of the Academy, with a particular focus on the continued improvement of the Quality of Education across Leeds City Academy.

Acting on significant delegated authority from the Principal, you will ensure that the quality of Teaching, Learning and Assessment provided across the Academy leads to students a) making outstanding progress from their starting points resulting in excellent outcomes in the 1-9 examinations and b) developing the 6 key In partnership characteristics that underpin the Academy's ethos, values and aspirations for all students.

You will closely lead, monitor, support and challenge both Senior and Middle Leaders, holding them stringently to account in order to tackle any areas of underperformance across the curriculum, in addition to leading on the Quality of Education Strategic Plan.

Please note that this job description should be read in conjunction with the National Core Standards for Teachers for main-scale post holders, and the post-threshold standards where applicable.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.

Employment duties:

- Ensure the principles expressed in the mission statement of LCA and those of White Rose Academies Trust are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking

General Duties:

- Present clear impact to Middle and Senior Leadership teams.
 - To take a lead role in ensuring there is a high standard of teaching, learning and assessment throughout the academy at all times.
 - To complete and model expectations of duties at morning, break, lunch and after school, 'In Partnership' Patrol and isolation senior warnings as required.
 - To deliver assemblies in line with the LCA Student Culture programme.
 - To ensure that any data relevant to responsibilities is checked for accuracy and carefully analysed before actions are put in place, and that all actions are carefully monitored to evaluate the impact.
 - To support the academy with all key events, including Open Evenings.
 - To respond to parental queries and complaints as directed by the Principal.
 - To line manage wider leaders at the discretion of the Principal.
 - To challenge underperformance within the team, and to take a role in supporting underperforming staff, as required by the Principal.
 - To report to the Principal and Local Accountability Board on areas of responsibility as required.
 - Take a lead on the development of the Quality of Education areas on the Academy website, ensuring that high quality content is refreshed on a regular basis and that the website is legally compliant.
 - Ensure that all academy policies are reviewed on an annual basis, presented to Governors for checking and updated on the school website and Governance Portal.
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Duties specific to the role:

- Through research, consultation and a wide understanding of outstanding pedagogy, embed a range of highly impactful strategies to improve the quality and impact of Teaching, Learning and Assessment across the Academy, securing an Outstanding profile.
- Lead and manage the Assistant Principals responsible for the Quality of Teaching and whole Academy CPD to ensure the quality of Teaching, Learning and Assessment across all teachers and subjects is outstanding.
- Lead the rapid improvement in the quality of presentation, standard and quality of student work across the Academy.
- Lead the rapid improvement and impact of teacher assessment processes across the Academy, resulting in increased consistency, accelerated progress and increased outcomes for all students.
- Lead the rapid improvement in the quality of the learning environment across the Academy.
- Work closely with the Vice Principal for Student Culture, Assistant Principal-Behaviour for Learning and Lead Year Manager to ensure Behaviour for Learning within lessons is regularly and robustly assessed and monitored.
- Lead the Assistant Principal-Key groups to ensure the Teaching, Learning and Assessment for key groups including SEND, EAL, HAL's and Boys is highly impressive, leading to accelerated progress, achievement and diminishing gaps against other key groups and national bench marks.
- Lead the Quality of Education Assistant Principal Team to identify and apply immediate intervention, Professional Development/coaching and professional challenge where the quality of teaching, learning and assessment is inconsistent and/or below an outstanding standard.
- Create a robust and strategic Quality Assurance process, aligned to the New OFSTED Framework, to monitor and assesses the Quality of Education and standards/impact of Teaching, Learning and Assessment across the Academy.
- With the Principal and Vice Principal-Student Culture, coordinate and conduct post Quality Assurance accountability meetings with Senior and Middle Leaders to challenge underperformance.
- Oversee a high-quality and high-impact Academy wide CPD programme, linked to the Strategy to Secure Outstanding and wider Luminate Education Group priorities, leading to improvement in knowledge, skills and impact relative to the role and responsibility of each professional.

- Work closely with and lead the Assistant Principal's-Outcomes and Achievement and CPD to identify and rectify teaching underperformance through clear intervention, CPD and robust challenge.
 - Lead the Performance Management and Probationary period process across the Academy, ensuring each process is clearly established, embedded, monitored and reported across the year. This will include providing staff with clear models/example, guidance and opportunities to attend specific CPD sessions in support of both processes.
 - Lead regular and robust Line Management processes for the Quality of Education Assistant Principal Team, ensuring each is accountable for a strategic plan related to their area(s) of responsibility.
 - Lead on the expectation of line management of colleagues across the Academy ensuring that all meetings are documented on OneNote in line with the Academy line management protocol.
 - In consultation with the Assistant Principal-Outcomes and Achievement and Academy Data Manager, conduct regular and detailed analysis of data, post collection, to establish clear actions which will have a positive impact on improving Behaviour for Learning, the Quality of Teaching, Learning and Assessment and Student Outcomes.
 - Through close consultation with the Vice Principal-Student Culture and Assistant Principal Team, identify key groups of students, not displaying expected levels of behaviour and share this data with relevant professionals to facilitate high quality Wave 1 intervention and improvements in behaviour and classroom management strategies.
 - Liaise with the Inclusive Learning and Safeguarding Provision Leader to carefully track and monitor the progress, achievement and behaviour of offsite students, ensuring they display good behaviour, character and achieve good outcomes at their provision.
 - Working with relevant colleagues, lead on the organisation of Academy events including Open Evening, Transition Evening, Parents Evenings, Rewards Evening and other key events as required.
 - Ensure that areas of the website related to areas of responsibility are updated regularly.
 - Provide three news stories to the marketing team each half term.
 - Contribute to the Academy SEF & Academy Strategic Plan
 - Deputise for the Principal as required.
 - Other areas as directed by the Principal.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
 - Adhere to the Principles expressed in the aims of the Academy and its mission statement.
 - Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings and putting forward ideas for improvement.
 - Be a positive, collaborative team member.
 - Apply Academy policies in all aspects of the role.
 - Keep up to date with all aspects of the Safeguarding Children policy as it applies to the post.
 - To promote equality, diversity and inclusion and demonstrate this within the role.
 - To be jointly responsible for promoting and safeguarding the welfare of students.
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Equal Opportunities:

- To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. All post holders are accountable through The White Rose Academies Trust Performance Management Policy.

The Governors and Principal of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability. This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed	R Chattoe	Dated	March 2020
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