



Wymondham High Academy

Vice Principal

Name:	
Job Title:	Vice Principal (Outcomes)
Salary range or job grade:	ISR TBC
Responsible to:	Headteacher
Responsible for:	The Vice Principal will deliver high quality Leadership and Management commensurate with the needs of the Academy. They should develop a culture of constant improvement across all key stages.
Effective Date:	September 2021

Role and Context	
Job Purpose:	<p>General Responsibilities and Duties:</p> <p>To deliver professional leadership and management as set out in the current School Teachers' Pay and Conditions Document to ensure the continuous improvement of the school.</p> <p>To deliver examination outcomes which meet the high expectations of the organisation.</p> <p>To determine and deliver a robust, broad and balanced curriculum.</p>
Dimensions:	Approximately 1750 school students, including 400 in the Sixth Form.
Relationships:	<p>Works closely with:</p> <ul style="list-style-type: none"> • SLT • Data Manager • Wider Leadership Group • Pupil Premium Coordinator • Develop the Academy's reputation within the community and particularly with stakeholders.
Other Job Information:	The post holder will be expected to fulfil the Teachers' professional standards.

Professional Leadership and Management
Support the Principal, Governors and Trustees in establishing a vision for the future development of the school and the wider Enrich Learning Trust.
Determine and deliver specific elements of the Academy Improvement Plan.
Review key areas of strengths and weakness in the school and implement strategies to address these.
Develop a culture of teamwork, in which the views of all members of the school community are valued and taken into account.
Deliver and support HR priorities (including performance-issues) for all staff.
Support the self-evaluation activity of the school.
Outcomes
Deliver effective leadership and stewardship for all academic quality and standards. This includes, but is not limited to, preparation for inspection activity.
To deliver improved outcomes for all student groups.
Deliver and comply with the Enrich Pupil Premium Strategy at Wymondham High Academy.
Determine and deliver data reporting (internal/external purposes) and data analysis processes for identification of strengths and weaknesses, delivering solutions as required.
Review of the achievement of all students and groups of students against national norms and determine appropriate interventions.
Develop and deliver appropriate actions and interventions to ensure that no groups of students or subjects underachieve against national norms or within the Academy context.
Determine and deliver a whole-school monitoring and evaluation strategy, alongside embedding the quality assurance of monitoring and evaluation procedures.
Determine a system of appropriate rigour, consistency and accountability with leadership of the wider leadership team (including Key Stage leads) taking appropriate actions to address any weaknesses to ensure compliance.
Determine and embed a system to address the performance of all vulnerable groups including, but not limited to, pupils eligible for free school meals.
Determine and deliver a culture of the highest ambition for the progress and attainment for every child, placing social justice at the heart of the Academy's work.
Deliver personalised learning and mentoring to address the needs and aspirations of all pupils.
Determine challenging targets using detailed assessment data to set and monitor challenging targets. HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS.
Review standards of performance and determine support required to improve it.
Ensure academy-wide priorities are consistently and effectively implemented by subject leaders.
Curriculum
Ensure that the Academy complies with all its statutory and regulatory responsibilities relating to curriculum, quality, enabling effective implementation of all policies and procedures having due regard for legislative requirements, and review as required.
Be accountable for the implementation of a broad and balanced school timetable at all key stages (Core, Foundation and Specialised).
Use pupil performance data to guide and inform parents/carers as required through our admissions procedures.
Determine and deliver a well-sequenced and impactful curriculum through the leadership of the curriculum development group.

Key Performance Indicators

- Deliver outcomes at least “above average” or better at GCSE, and +0.18 or higher Post-16.
- Deliver a reduced performance gap between all pupils and those in receipt of free school meals to less than 50% of 2019-20 levels and subsequently close the gap entirely.
- Review the current curriculum offer and deliver (from 2022) an updated, equitable, transparent model.
- Deliver all appropriate elements of the Academy Improvement Plan in line with performance appraisal objectives.

Key Competencies

Self-Management

Manages personal priorities, pressures and workload in an efficient and effective way.

Self-Development

Seeks feedback on their performance and takes appropriate actions to improve.

Communications

Listens to and communicates clearly with individuals and groups to help mutual understanding.

Equality and Diversity

Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination.

Self-Awareness

Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly.

Analysis and Judgement

Identifies and solves problems ensuring connections are made with related issues and involves others in the process.

Flexible and Adaptable

Develops and maintains constructive relationship which contribute to teamwork and achieving objectives.

Customer Focus

Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents.

Proactive Approach

Champions new initiatives in support of strategic objectives and encourages change.

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly 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 mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:**Date:**