

Pinkwell Primary School

Job Description

Vice Principal for Curriculum Development

Reports to:	Principal
Line Management Responsibility:	To be discussed in more detail on appointment.
Salary Range	Please see advert
Key Responsibilities	<ol style="list-style-type: none"> 1. Work in partnership with the Principal to foster good relationships throughout the school community, maintain the ethos of the school including positive behaviour for learning and promote high aspirations for all. 2. Improve, develop and sustain good/outstanding practice in all areas of the curriculum through a clearly articulated and understood vision for learning. 3. Take the lead on areas of improvement that relate to curriculum development liaising with subject leaders, lead teachers and year group leaders accordingly. 4. Working with the Senior Leadership team, ensure there are clear links between teaching and learning, curriculum provision, meta-cognition, assessment, inclusion and safeguarding. 5. Take charge of the day to day leadership and management of a phase across the school (three year groups) working closely with year group leaders. 6. Teaching - the teaching responsibilities will be discussed with the successful candidate to ensure he/she has the correct balance between teaching commitments and leadership time.
Leadership Time	There will be a discussion with the successful candidate to ensure he/she has the correct balance between teaching commitments and leadership time.
Sustain very good/outstanding practice	<ol style="list-style-type: none"> 1. Monitor, evaluate and review teaching and learning with a focus on curriculum provision and pupil progress. 2. Identify, disseminate and promote examples of effective practice providing team teaching, coaching and mentoring as required. 3. Ensure that teachers are aware of the principles of effective learning pedagogy and curriculum provision for all pupils ensuring all staff make provision for this in their planning, delivery and assessment.

	<ol style="list-style-type: none"> 4. Lead on the provision of effective learning environments across the school. 5. Observe colleagues (as part of Appraisal Policy and the whole school self- evaluation cycle) and provide constructive feedback to enhance teaching and learning. 6. Demonstrate a commitment to updating knowledge of current legislation and best practice with regards to curriculum development and seek ways to manage and implement changes effectively. 7. Work closely with the Senior Leadership team to ensure an integrated approach to all aspects of teaching, learning and successful provision for all pupils'
School Improvement	<ol style="list-style-type: none"> 1. Take a lead role in school improvement which will include identifying priorities and writing an action plan for Curriculum development and Thinking School development ensuring effective implementation, monitoring and evaluation. 2. Report termly on the effectiveness of curriculum strategies and development to the Principal, Senior Leadership Team, Local Governing Board and The Elliot Foundation Academy Trust. 3. Monitor and evaluate curriculum provision across the key stages to identify trends in pupil performance and areas for improvement, liaising with vice principals, subject leaders and year leaders accordingly. 4. Identify quantifiable and challenging pupil progress targets with teachers (in the phase) within their appraisal objectives. 5. Within the appraisal process support teachers in planning appropriate strategies to achieve pupil progress targets and effective curriculum provision. 6. Lead professional development training, including staff INSET, coaching and team-teaching. 7. Work with parents and outside agencies to continue to develop excellent home/school partnerships and further enhancement of the school curriculum. 8. Lead on the provision of a range of curriculum information and training for parents, carers, governors and wider members of the school community as appropriate including use of the school website and new technologies.
Day to Day Management	<ol style="list-style-type: none"> 1. Work with teachers to ensure the pastoral care/welfare of pupils and the pastoral/welfare/behaviour needs of staff. 2. Act as a Deputy Designated Senior Lead for Safeguarding. 3. Ensure staff adhere to key policies relating to Curriculum development and Thinking School Development eg. Teaching and Learning Policy. 4. Contribute to the smooth running of the school including attendance at key meetings. 5. Ensure new staff in your team are properly inducted 6. A commitment to workforce reform. No teacher should be spending time on non-teaching or clerical tasks, for example distributing resources. The school has systems in place to

	<p>ensure this does not happen. It is the responsibility of the Vice Principal to ensure these systems are used effectively so that teachers are able to concentrate on their core function of teaching and learning.</p> <p>7. To deputise in the Principal's absence as and when required.</p>
Specific Responsibilities for 2019-2020	<ol style="list-style-type: none"> 1. Work closely with all members of the Senior Leadership Team to ensure clarity of vision for the curriculum across the school. 2. Review the school's teaching and learning policy alongside developing a clear curriculum vision for the school. 3. Create an action plan for the development of the school as a "Thinking School" (University of Exeter). 4. Lead the development of support for NQTs in your phase. 5. Develop the school website section on curriculum provision. 6. Promote family learning as part of curriculum development.

Additional Comments:

Signed: _____ Vice Principal

Signed: _____ Principal

Date: _____