

Vice Principal (Curriculum and Quality) Job Description Longley Park Sixth Form College

Job Purpose

The Vice Principal (Curriculum and Quality) will:

- Support the Principal in providing the leadership for the College, working creatively in order to develop an inclusive, supportive and challenging culture for both staff and students, within a safe and secure environment.
- Deputise for the Principal and represent the College at a strategic level in a wide variety of contexts as required
- Take a lead role in the overall management of the College and the achievement of its mission
- Lead the development of a responsive College curriculum that meets the needs of learners, and makes a positive contribution to improving the life chances of young people.
- Lead the development and implementation of whole College quality systems, including monitoring student and staff performance.
- Attend meetings of the Local Academy Board, giving advice to the meetings as appropriate
- Be a member of the College Leadership Team and participate fully in the work of the team

With other members of the Leadership Team the Vice Principal (Curriculum and Quality) will:

- Work closely with the Principal, Local Academy Board and Trust Leadership Team to develop strategy and policy, and report regularly on progress.
- Support the Principal in promoting a College culture committed to continual improvement and creativity
- Be responsible for development and delivery of teaching and learning
- Play a full part in the general life of the College community and encourage staff and students to follow this example

Key Responsibilities

Planning

1. Work with the College Leadership Team, the Local Academy Board for Post-16, CEO and Trust Leadership Team and other key stakeholders to ensure that the Trust's vision is clearly articulated, shared, understood and acted upon effectively by all.
2. To analyse data in detail to monitor student performance across College and identify areas for improvement
1. Working with the College Leadership Team, to propose College targets for recruitment, retention, value added and achievement

Curriculum Development, Management and Delivery

2. To have overall responsibility for the development, management and delivery of the curriculum, and to have overall responsibility for curriculum, policies and procedures.

3. To work closely with, and manage, the Assistant Principal (Teaching and Learning)
4. To manage Curriculum Leaders and support them in driving improvements in teaching, learning and assessment
5. Ensure the curriculum reflects local and national needs, and promote the sharing of good practice in teaching and learning across College.
6. Working with Curriculum Leaders and Assistant Principal (Teaching and Learning), to ensure curriculum delivery is characterised by high quality teaching and learning and high achievement levels
7. Working with the College Leadership Team and others to ensure that students are placed on courses appropriate to their needs, qualifications and aspirations
8. To ensure all students have access to a study programme to develop their knowledge, skills and experience
9. To ensure staff and students have access to high quality learning resources and technologies
10. Working with the College Leadership Team, ensure students have access to a high quality learning environment
11. Working with the College Leadership Team, ensure the effective management of educational visits and trips and compliance with government guidance and statutory responsibilities in this respect
12. To work with the College Leadership Team to ensure effective systems are in place to monitor student performance and progress.
13. To advise on and participate in appropriate training and development to support curriculum development

Quality

14. To have overall responsibility for the College's quality assurance policies and systems including those related to teaching and learning, staff performance management and the learner voice and to ensure their effectiveness
15. To develop and implement quality improvement strategies to promote continuous improvement, particularly in relation to College success rates
16. To ensure (with the Vice Principal Student Engagement) teaching staff have access to continuous professional development
17. To prepare the College for all external Inspections and be nominee
18. To act as BTEC Quality Nominee and co-ordinate BTEC quality processes
19. To attend meetings of the Local Academy Board
20. Work co-operatively with the Trust Leadership Team and other schools/academies in the Trust's family of schools in pursuit of professional support and collaboration.

External Relationships

21. With the College Leadership Team, promote the College in the local community (for example, attendance at school and community/Neighbourhood events, etc)
22. To ensure good relations are maintained with partner schools, parents and other external agencies
23. To attend relevant meetings in the local area and nationally
24. To initiate and manage projects which ensure that the College engages proactively with external agencies and strategic partners to deliver the College Mission.

Safeguarding

25. With the College Leadership Team, ensure the welfare of students is safeguarded and promoted in line with current best practice and DfE advice, with lines of reporting clear and known to all and implemented robustly
26. Ensure a safe and supportive culture at all times.
27. Ensure staff recruitment deters or prevents the appointment of unsuitable people.
28. Be a deputy designated safeguarding lead

Other

29. To line manage the Assistant Principal (Teaching and Learning), Curriculum Leaders (and others as directed by the Principal) and be responsible for their performance management and review.
30. To lead on agreed cross-college projects and initiatives
31. To have a teaching and/or tutorial role if required
32. To ensure awareness of and compliance with, all health and safety requirements throughout the College.
33. To take on any additional responsibilities and duties, commensurate with the post, as directed by the Principal.

Annual Leave: As a designated senior post, 35 days' holiday (plus statutory holidays).