

JOB DESCRIPTION

JOB TITLE	Vice Principal
GRADE BAND	L15 to L23
RESPONSIBLE TO	Principal
DEPARTMENT	SLT

SIGNED	
PRINTED	
DATED	

JOB PURPOSE
<p>To provide rigorous leadership to the academy as part of the Senior Leadership Team and support the Principal in line management of colleagues and the daily running of the academy.</p> <p>To raise standards through the effective leadership of agreed area(s) of responsibility.</p> <p>To lead the academy in the absence of the Principal</p> <p>To contribute significantly towards securing whole school targets</p> <p>To collaborate with other schools and lead tasks where appropriate</p>

MAIN TASKS, DUTIES & RESPONSIBILITIES

Key accountabilities to be agreed depending on the strengths of the successful candidate.
These could include:

- Support the work of the staff and to promote the ethos and values of the academy at all times
- Liaise with, and report to, the governing body as requested
- Together with the leadership team, ensure the academy develops effective strategies for raising standards of achievement of all students through high quality teaching and learning that leads to successful outcomes for students in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development
- To continually develop quality assurance systems, ensuring consistent and accurate assessment of standards across the institution both in the work of students and staff
- Line manage strands and/or strategic areas, as agreed
- Ensure staff have access to appropriate and tailored CPD
- Ensure data is used effectively by all members of staff to monitor student progress and attainment
- Develop the academy assessment and reporting systems
- Timetabling
- Ensure a balanced and appropriate curriculum for students
- Promote and safeguard the welfare of all children, enabling every child to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being ensuring safeguarding is effective
- Ensure the vision for the academy is clearly articulated, shared, understood and acted upon effectively by all academy staff
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that the strategic planning takes account of the diversity, values and experience of the Academy and community at large
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community
- Implement strategies that secure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework
- Promote excellence in our provision for students through the discharge of the particular duties.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with a Vice Principal role
- To provide the Principal with appropriate, accurate and timely information to enable continuous evaluation of your performance
- To carry out a share of supervisory duties in accordance with published rotas
- To participate in, and lead where necessary, a range of meetings with colleagues and parents/carers

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Qualified Teacher Status	E	X	
Good honours graduate	D	X	
Experienced as an Assistant Principal or equivalent in a secondary school, preferably 11 – 19/11-16	E	X	X
A consistently good/outstanding teacher who achieves excellent outcomes for students	E	X	X
Experience and Knowledge			
Senior Leadership and management experience in a 11-16 setting	E	X	X
Driving overall innovative curriculum development	D	X	X
Vocational education developments	D	X	X
Raising levels of achievement	E	X	X
Strategic planning and implementation	E	X	X
Being an outstanding teacher with an effective leadership style that inspires confidence and collegiality in those you lead	E	X	X
Managing a team including professional development of experienced teachers, NQTs and Support Staff	E	X	X
Developing strategic plans and ensuring their delivery	E	X	X
Managing a range of data and systems to analyse student progress/ attendance/development as well as applying data to support teaching and learning development strategies	E	X	X
Interpreting data and using it to diagnose weaknesses that need addressing	E		X
Current educational developments across the whole curriculum	E		X
Timetabling	D	X	X
Reporting processes	E	X	X
School Improvement planning and School Self-Evaluation	E	X	X
Skills and Abilities			
Judge when to make decisions, consult with others or defer to line manager	E		X
Analyse, understand and interpret relevant information and data	E		X
Think creatively and imaginatively to anticipate and solve problems and identify opportunities	E	X	X
Communicate effectively, orally and in writing, with staff, students, parents, external agencies and the wider community	E	X	X
Negotiate and consult effectively	E		X
Prioritise and manage your own time effectively	E		X
Achieve challenging professional goals	E	X	X
Take responsibility for your own professional development	E		X

Values and Behaviours			
Personal impact and presence	E		X
Highly flexible	E		X
High levels of resilience	E		X
Highest possible expectations of self and others	E		X
Unwavering commitment to addressing social disadvantage	E		X
Intellectual ability	E		X
Vision, imagination and creativity	E		X
Reliability, loyalty and integrity	E		X
Ability to manage and overcome setbacks	E		X
Ambition and the potential for further development	E		X
An excellent record of attendance and punctuality	E		X
An understanding of the requirements of safeguarding children and young people and promoting their welfare	E		X
Contacts and Relationships			
Physical, Mental and Emotional Demands			
Special Requirements			