

Job Description

Job title: Vice Principal – Outcomes

Salary: Leadership Pay Scale L21-L25 (£81,441.00-£89,830.00)

Start Date: January 2024

Contract Type: Full Time

Contract Term: Permanent

This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job purpose

The Vice Principal is a full member of the Academy's Senior Leadership Team (SLT) sharing strategic leadership responsibilities as directed by the Principal, with their SLT colleagues. This will include the performance management and line management of staff within their lead area of responsibility.

You will have collective responsibility with other members of the SLT for ensuring a positive ethos and effective learning environment throughout the Academy, which leads to high rates of student progress and the achievement of high standards.

Contributing to the effective monitoring, review and development of the Academy through effective performance management, effective use and application of accurate data and the provision of an accurate and reflective SEF. Ensuring the Academy's efficiency and cost-effectiveness in all its functions, such that all students achieve high standards. Maintain oversight and provision of the continuous professional development of staff, such that the Academy retains a well-motivated, high quality and effectively functioning staff team at all times.

1. Key Responsibilities

- a) Effectively support the Principal as a member of the SLT in the consistent, implementation, monitoring and review of learning and teaching, student progress and achievement, curriculum/course delivery and development and behaviour management throughout the Academy. Ensure high quality outcomes in all areas and where necessary take strategic decisions and implement action to maintain and/or improve.
- b) Provide effective contribution, including written reports, data and performance analysis, as required by the Principal and the governing body, to review the Academy's performance. With other members of the SLT maintain an accurate and up to date SEF and grade assessment of performance, to inform the Academy's development plan and review cycle and achieve sustained school improvement.
- c) By the effective use of data and informed performance monitoring and trend analysis contribute to the setting of robust and challenging whole Academy targets, where applicable, at KS3, KS4 and

post 16. Ensure effective and accurate student assessment and other data gathering such that the targets set are met or exceeded.

- d) Demonstrate outstanding teaching practice and, through effective modelling and coaching, ensure that this is replicated throughout the academy.
- e) Contribute to an annual CPD programme for staff that enhances learning and teaching to maximise students' progress, and effects high quality staff development.
- f) As directed take leadership oversight for relevant performance management processes, ensuring completion to timescales and liaison on individual staff issues within performance management.
- g) Contribute strategies to improve provision and performance, such that the students' needs are better met and outcomes improved.
- h) Ensure effective student safeguarding through the application of risk assessment, where relevant. Ensure the school complies with all relevant health and safety legislation and that, where applicable, staff hold the appropriate and up to date training certification.
- i) As required by the Principal and/or governing body, attendance and representation of the school at appropriate national, regional and local meetings or conferences. As directed deputising for the Principal in their absence, with the full leadership responsibility of the school.
- j) Attend all meetings including Local Governing Body and Performance Boards, and training, as directed.
- k) Undertake such other assignments as may be required by the Principal and/or governing body.

2. Quality of Education and Outcomes

- a) Leadership of our whole school outcomes (Year 7-13).
- b) Support the Principal through contributing to the overall leadership and management of the Academy.
- c) To oversee all examination provision, ensuring the Academy is fully compliant with all relevant legislation.
- d) Working with Lead Practitioners, oversee and develop the Academy intervention strategy.
- e) To strategically ensure a successful learning culture is present, that enables all students and students to become effective, enthusiastic, independent learners.
- f) Take a leading role in the professional development of staff.
- g) Lead whole school self-evaluation across the Academy.
- h) To line manage English and Maths departments across the Academy at all Key Stages.
- i) To co-ordinate the documentation to ensure the Academy is Ofsted ready.
- j) To ensure that students and their families are fully supported so that the vision, ethos, culture and policies of the Academy can be fully realised.
- k) To engage with the community and to enable the Academy to play a full and positive role within the local area.
- l) To play a key role in supporting the Principal and SLT in creating a successful Academy Improvement Plan.
- m) To model the values of the Academy and the highest professional standards to staff, students, students and parents/carers.
- n) To play a leading role in taking forward the distinctive vision for the Academy.
- o) To lead on key operational procedures.
- p) To be an outstanding practitioner and to undertake a teaching commitment depending on the needs of the Academy.
- q) To use data to analyse performance and inform target setting.
- r) To attend Governing Body meetings and committees as required.
- s) To support the Principal, along with the other Vice Principal to create a structure that reflects the targets and objectives as set out in the Academy Improvement Plan.
- t) To work closely with other academies and schools, locally, nationally and internationally.
- u) Other duties commensurate with the post as directed by the Principal

Further elements to be discussed with the successful candidate dependent upon their current role

3. Teaching

- a) To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- b) To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- c) To contribute to the subject area's Development Plan and its implementation.
- d) To attend all appropriate meetings.
- e) To plan and prepare courses and lessons in line with Academy policy

- f) To contribute to the whole Academy's planning activities.
- g) To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- h) To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- i) To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- j) To ensure that ICT, Literacy, Numeracy and SMSC and British Values are reflected in the teaching/learning experience of students.
- k) To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.

Person specification

Qualifications

- a) Qualified to degree level and above
- b) Qualified to teach in the UK

Experience

- a) Outstanding teacher
- b) Proven record in delivering outstanding attainment and progress
- c) Experience of identifying, implementing, monitoring and evaluating effective strategies for improving attainment
- d) Experience of leading, coaching and mentoring department teachers, as well as delivering staff training to support improved attainment and progress.

Knowledge and skills

- a) Up to date knowledge of the department curriculum and assessment requirements
- b) Recent experience of teaching and delivering excellent results in a secondary school
- c) Excellent communication and presentation skills
- d) Ability to consider both the detail and the 'bigger picture'
- e) Self-motivated and resilient
- f) Effective team worker and leader

Values

- a) Personal vision is aligned with Ormiston Academies Trust
- b) Genuine passion and a belief in the potential of every student
- c) Motivation to continually improve standards and achieve excellence above norms

Other

- a) This post is subject to an enhanced Disclosure and Barring Service check.

Ormiston Academies Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.