

## Role Description



# Assistant Vice Principal Science (with responsibility for teaching and learning)

<b>Pay Range</b>	<b>LS 12 - 16</b>
<b>Accountable to:</b>	<b>MLT Executive Leadership Team</b>
<b>Responsible to:</b>	<b>Principal</b>

### Main Purpose of Post:

- Within the MLT framework, support the Principal in implementing and maintaining ambitious vision and ethos for the Academy.
- Contribute to the aims and objectives for the school and the strategic planning process.
- Lead and manage identified areas of the school under the direction of the Principal/Vice Principal and be relentless in the pursuit of excellence.
- Model and embed the effective use of school improvement and self-evaluation planning processes, through agreed priorities.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the Academy.
- Liaise with leaders across the Trust to support and develop staff competencies and professional development and the broader organisation.
- Motivate and lead others by example by being an outstanding practitioner and a high performing, impactful and reliable leader.
- Actively implement agreed national and local aspirations and policies.
- Take on the responsibilities of the Principal as agreed and appropriate in the absence of the Principal and Vice Principal(s)
- Undertake any professional duties reasonably delegated by the Principal/Vice Principal.

### General Leadership Roles and Responsibilities:

The general responsibilities outlined below apply to all Assistant Vice Principals within the secondary arm of the Trust. This post will involve close working with all other colleagues within the leadership team including the Executive Principal, Principal, Vice Principals, Assistant Vice Principals and Governors. The AVP will line provide professional support and challenge through management of specific curriculum/areas of the Academy/Trust.

### Main Purpose of Post:

#### **Strategic Leadership and Management**

- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Academy/ies, at community and at Academy events and activities while sustaining the specific demands of the role.
- Contribute to the development, implementation and monitoring of strategic development/ improvement plans and other policy developments where appropriate.
- Keep up to date with OFSTED, accountability and other statutory requirements/frameworks and ensure that these are communicated to and actioned by the relevant people.

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- Search out evidence based leading educational practice and consider how this may be incorporated into the strategic plan for the Academy/Trust.
- Take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Academy/Trust.
- Put high quality personal development, resilience, behaviour and welfare at the centre of strategic planning, resource management, monitoring, review and evaluation.
- Deploy resources and manage health and safety effectively and efficiently across all areas of the Academy/Trust taking responsibility for the line managed specialist areas.
- Use external benchmarks to support quality assurance, self-evaluation and improvement planning processes in the Academy/Trust.
- Contribute to the day to day effective organisation and running of the Academy.
- Lead by example when implementing and managing change initiatives

### ***Leading and Managing Teaching, Learning, Achievement***

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the Academy community.
- Contribute to the monitoring, evaluation and review of classroom practice and promote agreed improvement strategies in line managed areas.
- Ensure teaching quality meets Academy/Trust expectations, challenging underperformance and ensuring effective follow-up action.
- Implement review systems to ensure robust evaluation of Academy performance, progress data, student engagement and actions to secure improvements comparable to appropriate national standards.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement
- Promote the active involvement of students and staff in their own learning,
- Support collaborative approaches to learning within the Academy and across the Trust.
- Contribute to the local governing body meetings, presenting information about the Academy/Trusts' performance and regular updates on the improvement agenda.

### ***Leading and Managing Behaviour, Welfare and Standards***

- Actively promote and model the collective responsibility for managing the personal development, behaviour and welfare of all young people and promote opportunities to link achievement, engagement in learning and the pastoral care
- Promote and model the commitment that every student is supported through high standards of behaviour and safety – ensuring teaching is effectively differentiated to support students' social, emotional needs, mental health and wellbeing in the classroom
- Develop institutional resilience and capacity across the curriculum teams/areas of learning, to enable staff to fully engage all students in effective learning.
- Role model positive interaction with young people – using praise, encouragement and recognition as the norm
- Contribute to the development of policies and practice which promote inclusion, equality and the extended services that the school offers.

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### Leading and Managing People: Professional Learning and Development

- Undertake appropriate personal and professional learning and development consistent with identified needs and lead and contribute to elements of the performance management process for self and other staff.
- Work with other senior leaders to raise standards in the Trust by managing staff performance across the Academy/Trust within the appraisal policy and procedures.
- Play a lead role in staff recruitment, deployment and development within the individual Academies.
- Undertake key activities related to professional, personnel and Human Resource issues as appropriate.
- Support the induction of staff new to the Academy/Trust and those being trained within the organisation.
- Lead and contribute to the development and delivery of training and support for staff – teaching and associate professionals.
- Commit to planned system leadership in the Academy and across Trust within an agreed framework.
- Be well-read and informed about general educational developments as well as those specific to the role.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance falls below expectations.
- Regularly review own practice, set personal targets and take responsibility for own personal professional development

### Leading and Managing People: Working with the Community

- Contribute to any elements of community development work in the Academy or Trust relevant to the role or responsibilities.
- Develop positive relationships with students, staff, parents and the community and ensure learning experiences are integrated with the wider community.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Use every opportunity to promote the achievements of young people and the Academy
- Attend governors' meetings and agreed events in the wider community as required.
- Develop positive relationships and work effectively with colleagues across the Trust and from external agencies.
- Engage with specialist support services/multi agencies to support the children and young people and families within the school.

**All senior leaders will be required to work across schools within the Trust and fulfil a system leadership role in supporting other schools by agreement with the Executive Principal/Principal.**

**This Role Description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and pursuit of the 'National Standards of Excellence for Headteachers' (2015) underpins this role.**

**The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.**

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*Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.*

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### Science Specific Information

- Provide the strategic vision and direction of the Science provision at Maltby Academy – delivering high quality line management of subject specialists through professional support and challenge
- Secure an inspirational and progressive Science curriculum and robust assessment procedures which meet the needs of all learners and delivers outstanding outcomes across the key stages
- Secure robust assessment, actively monitor, track and implement appropriate interventions (including for specific groups) to secure outstanding progress for all students and so that no student is left behind.
- Remain the expert in the Science curriculum, keeping abreast of national developments, new methodologies, specifications and accreditation and respond to them.
- Liaise with statutory/awarding bodies/examination boards and support networks, to maintain relevant accreditation.
- Secure consistently highly effective first wave teaching and learning across each key stage in every classroom/laboratory.
- Provide coaching and mentoring to all staff irrespective of career stage and model and share expertise in departmental improvement.

### Strategic Leadership of Teaching & Learning Specific Information

- In liaison with Trust Senior Leadership colleagues lead and deliver MLT systems and processes of highly effective teaching, learning and assessment across the Academy, which inspires young people and professionals to achieve their potential
- Contribute through research and development to innovative approaches and methodologies which develop pedagogy and practice.
- Lead on the development of middle leadership through the delivery of inspirational bespoke professional development and ensure a consistent approach to Academy wide department/area improvement across the phases
- Contribute to and lead the delivery of highly effective Personalised Professional learning and Development
- Ensure robust systems of coaching and mentoring are in place across the Academy and support in the effective recruitment and induction of new staff.
- Co-ordinate and deliver MLT teacher Appraisal and relevant intervention planning
- Be a role model of highly effective teaching, learning and assessment and promote professional standards and expectations to young people, staff and broader community