



## JOB DESCRIPTION

*Please note that this job description is a draft. Changes can be expected in the light of further development within The Academy and the appointee's strengths and experience taken within a review of the roles of senior staff.*

<b>TITLE OF POST</b>	<b>Assistant Vice Principal</b>
<b>STATUS OF POST</b>	<b>Full time</b>
<b>REMUNERATION</b>	<b>Tbc</b>
<b>STATUS OF POSITION</b>	<b>Permanent</b>

## PURPOSE AND OBJECTIVES OF POST

To undertake:

1. The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of The Academy.
2. To support The Academy fully in its quest to become an outstanding Academy
3. Any additional duties as may be required from time to time by the Principal.
4. To deputise for the Principal as required.

**RESPONSIBLE TO:** The Vice Principals, The Principal and the Governing Body of The Petchey Academy

**RESPONSIBLE FOR:** Specific tasks and whole Academy responsibilities as required by the Principal, following analysis of The Academy's needs and candidate's strengths.

**WORKING TIME:** As an Assistant Vice Principal, you will be expected to participate in some weekend activities which may be of a pastoral /curriculum extension nature and will include support for The Academy's Saturday detention rota and commitment to community provision. Daily working times will support the 'Extended Schools' concept upon which The Academy is based.

**CONTRACTURAL TERMS:** As per the Terms and Conditions of Service for The Petchey Academy.

## **SPECIFIC RESPONSIBILITIES OF THE POST OF ASSISTANT VICE PRINCIPAL**

The specific functional arrangements of the Leadership Group and that of the role of Assistant Vice Principal are currently being reviewed and will take continue to take advantage of the opportunity to 'think outside the box' in developing new ways to manage all aspects of The Academy's activities. However, together with some typical Assistant Vice Principal responsibilities, it is envisaged that Assistant Vice Principals will lead on either Learning, Teaching and Assessment, Behaviour and Personal Development or Sixth Form.

The Leadership Group of The Petchey Academy will be expected to share corporately in devising strategies for raising achievement and ensuring a high level of good behaviour.

The Assistant Vice Principals will line manage designated learning centres (faculties) and may be responsible for pastoral care of a year group

## **WHOLE ACADEMY RESPONSIBILITIES**

In addition the Assistant Vice Principals can expect to have additional whole Academy responsibilities, which may change from time to time, especially in the light of the opportunities available to this relatively new Academy. It is therefore essential that the appointee has an open minded, entrepreneurial and flexible approach to change as The Academy develops.

## **TEACHING**

The Assistant Vice Principals will have a teaching commitments to be agreed with the Principal. This may involve several subjects dependant on the person, their skill-set and background.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### **a) Planning and preparing appropriately differentiated courses and lessons;**

Teaching the students assigned to him/her according to their educational needs, including the setting and marking of work to be carried out by the students in The Academy or elsewhere.

Assessing, recording and reporting on the development, progress and attainment of all students.

### **b) Other Activities;**

Supporting and promoting The Academy's provision of social, spiritual, moral and cultural opportunities;

Promoting the general progress and well being of individual students and of any class or group of students assigned to him/her;

Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;

Making relevant records and reports;

Making records of and reporting on the personal and social needs of students;

Communicating and consulting with the parents of students;

Communicating and co-operating with relevant persons or bodies outside The Academy;

Participating in meetings arranged for any of the purposes described above.

### **c) Assessments and reports:**

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students, for students, parents, employers and other bodies.

### **d) Performance Management**

Participating in any arrangements within The Academy's policy, for Performance Management.

### **e) Further training and development:**

Reviewing from time to time his/her methods of teaching and programmes of work.

Participating in arrangements for his/her further training and professional development as a teacher and manager.

Liaising with the member of the Leadership Group who is responsible for training and staff development

### **f) Educational methods:**

Advising and co-operating with the Vice Principals and other teachers (or any one or more of them) on the preparation and development of courses of study, for all pupils,

appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements;

Responding to the Code of Practice for Special Educational Needs, in accordance with The Academy's policy.

**g) Discipline, health and safety:**

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on The Academy premises and when they are engaged in authorised Academy activities elsewhere;

Ensuring that the Academy's Safeguarding Policy is followed where there may be a concern;

Ensuring that personal knowledge of The Academy's health and safety policy is updated and the practices are in accordance with it.

**h) Staff Meetings:**

Participating in meetings at The Academy which relate to the curriculum for the Academy, or the administration or organisation of The Academy, including pastoral arrangements.

**i) Cover:**

Supervising, and so far as practicable, teaching any students whose teacher is not available to teach them, with appropriate arrangements for marking and feedback.

Teachers must ensure that appropriate 'cover' work is provided in cases of absence.

**j) Public examinations:**

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.

Recording and reporting such assessments;

Participating in arrangements for students' presentation for and supervision during such examinations.

**k) Management: (as appropriate and relevant)**

Contributing to the selection for appointment, induction and personal development of all staff;

Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of The Academy and Performance Management of staff as directed by the Principal.

**l) Administration: (as appropriate and relevant)**

Contribution to and the organisation of events, attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

**m) Governing body:**

Attend meetings of the Governing Body or its committees or working parties where required to do so.

## **OUR COMMITMENT TO SAFEGUARDING**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

## **OUR COMMITMENT TO EQUALITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.