**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Senior Vice Principal |
| **Reports to** | Principal |
| **Liaison with** | Students, Parents, Senior Leadership Team, Staff, External Bodies, Trustees |
| **Job Purpose** | To provide the strategic direction for Teaching, Learning and Assessment and the Quality of Education  The Senior Vice Principal will play a major role under the overall direction of the Principal in:  (a) formulating the objectives and priorities / areas for improvement for the Academy (b) Maintain and further develop highlighted strengths within the Academy  (c) Leading and managing staff and resources to that end; and (d) monitor all areas of progress, driving towards aspirational achievement |
| **Core Duties and Responsibilities** | The Senior Vice Principal’s role is:   1. To provide professional leadership and management for an aspect of the school. 2. To build upon the quality of education by effectively managing teaching and learning and supporting all students to realise their potential. 3. To establish a culture that promotes excellence and high expectations for all students. 4. To be accountable to the Trustees and Principal in providing vision, leadership and direction for the school by ensuring that it is well led and managed, and organised to meet its priorities and areas for improvement 5. With the Principal and School Leadership Team, to be responsible for evaluating the school’s performance and to identify the priorities that will lead to continuous improvement and rising standards, resulting in a well written and accurate SEF. 6. To ensure equality for all. 7. To develop policies, practices and structures that take account of the school’s unique ethos. 8. To ensure that resources are efficiently and effectively used to achieve the school’s aims and objectives, achieve progress and areas for improvement and for the day-to-day management, organisation and administration of the school. 9. The Senior Vice Principal shall undertake any professional duties of the Principal reasonably delegated to him/her by the Principal. 10. The Senior Vice Principal shall undertake the professional duties of the Principal in the event of her absence from the school as and when requested to do so. |
| **General Senior Leadership Team Responsibilities** | The Senior Vice Principal’s general responsibilities are:   1. To undertake strategic planning to aid in the production of the School Improvement Plan. 2. To undertake monitoring and evaluation functions (including departmental / year group evaluations) that will:  * Highlight teachers’ professional strengths * Identify success * Track developments in the curriculum – particularly in linking learning * Contribute towards improvements in school structures, systems and policies * Identify areas where further development is needed * Enhance the quality of students’ learning * Be available to respond to unplanned situations that may arise in the daily running of the Academy. * Assist in the maintenance of outstanding student discipline and to support staff, especially in dealing with unexpected situations or emergencies. * Attend meetings of the Academy Leadership Team and other Academy management meetings. * Foster and support extra-curricular activities in the interest of the Academy community. * Participate in the Academy worship programme. * Lead staff training as the need arises, and to lead on all school induction programmes. * Take an equitable share of acting as ‘Duty Officer’ during holiday periods (telephone contact in emergency etc.) * Participate in the SLT on Tour. * Participate in the recruitment and interviewing * Attend Board of Trustee meetings and agreed Trustee committee meetings. |
| **Principle Accountabilities** | **Management**   * Day-to-day running of the school * Lead on standards, Quality of Education, Teaching, Learning and Assessment * Lead on uniform standards for staff and students * Tutor programme and worship programme * Co-ordinate work with partner schools * Co-ordinate student references * Lead on recruitment of readers and scribes and invigilators * Lead on deployment of TA’s * Organisation of Awards Evening * Oversight of the School Calendar * Line management of core subject staff   **Safeguarding**   * Fulfil personal responsibilities, and support the Principal in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include: * Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services; * Operating clear whistleblowing procedures, * Sharing information, with other professionals * Take responsibility as the designated professional lead for Safeguarding * Operating safe recruitment practices * Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice * Operating and monitoring clear policies for dealing with allegations against people who work with children. |
| **Specific Duties** | **Quality of Education**   * Lead robust and rigorous Performance Management cycle * Lead and persistently update Teaching, Learning and Assessment throughout the Academy * Ensure formative assessment leads to summative assessment and that assessment process is accumulative * Monitor all teaching, learning and assessment * Evaluate all teaching, learning and assessment * Ensure teaching, learning and assessment is at least good * Develop coaching programme * Ensure subject depth in all subjects to aid in attainment * Ensure high ability students meet at least their expected grade * Ensure disadvantaged students meet at least their expected grade * Ensure retrieval is central to all learning * Ensure consistency in all teaching and learning areas * Design CPD curriculum for whole school * Ensure CPD is bespoke, catering for individuals and also highlighted areas within the ADP * Ensure all learning is linked * Ensure all targets are accurate and robust * Work alongside Vice Principal Standards, to ensure all targets have an aspirational target * Academically ‘set’ all students allowing flexibility for ‘best fit’ * Schemes of Work are linked, succinct and relevant * Departments are well led and managed * Lead Curriculum Leadership team meeting * Participate in arrangements for preparing students for external examinations. * Work with others on curriculum and/or student development to secure co-ordinated outcomes. * Design internal mock examination timetables   Health, safety and discipline   * Promote the health, safety and well-being of students. * Maintain good order and discipline among students.   Management of staff and resources   * Direct and supervise support staff where appropriate and, line manage core subject areas and Assistant Principals. * Deploy delegated resources appropriately. Professional development   **Communication**   * Communicate effectively with students, parents and carers and all stakeholders * Collaborate and work with colleagues and other relevant professionals within and beyond the school.   The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. |

|  |  |
| --- | --- |
| **General** | * To demonstrate School values and ethos * To be committed to safeguarding and promoting the welfare of young children and young people in line with the Board of Trustees expectations of all staff and volunteers * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * To ensure that all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy * To respect confidentiality at all times * To be familiar with the Academy’s policies, procedures and working practices and adhere to them as appropriate * To undertake any training and development commensurate with the post * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager   The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade. |