



Job Description

Post:	Assistant Vice Principal, Teaching and Learning
Responsible to:	Deputy Head of School
Responsible for:	Teaching and Learning
Salary:	L14 - L18

Purpose:

To assist the Head of School in leading and managing the Academy by:

- Contributing to the vision and strategic direction of the Academy to ensure academy improvement
- Take a lead on teaching, learning, monitoring and evaluation across the school
- Develop pedagogical approaches to teaching and learning
- Eliminate the variability between teaching and learning standards across the Academy
- Contributing to formulating and reviewing the Academy Development Plan and the aims and objectives of the Academy
- Leading and managing staff resources
- Monitoring and evaluating student progress towards their achievement
- Assisting in the day-to-day running of the Academy
- Maintaining a high profile around the Academy and supporting effective discipline for learning
- Being a role model for good classroom practice
- Leading on delegated areas of responsibility

AVP Responsibilities

- Actively develop links with the relevant external agencies
- Ensure there is a well-constructed and thought out program of professional development
- Take an active part in the appointment and promotion of staff, staff planning and co-ordination of staff development
- Promote working practices, which do not discriminate on grounds of gender,

ethnicity, religion, culture, age and disability

- Attend appropriate meetings. When necessary attend Local Governing Body meetings and Multi Academy Trust Board meetings, give presentations and contribute, when appropriate to the termly Directors' Report
- Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community
- Promote and support extra-curricular provision and the broader life of the Academy and community
- Staff support regarding matters of students' discipline
- Assist with the organisation and administration of the annual, termly and day-to-day routine of the Academy and arrangements for special occasions
- Take responsibility for advising and supporting the designated House Teams and Subject Leaders
- Perform such other duties required by the Head of School as may be commensurate with the nature of the post

Strategic Direction and Development:

- Contribute to a clear vision for an effective academy
- Contribute to the formulation, monitoring, evaluation and implementation of the Academy Development Plan
- Be proactive in initiating and managing change and improvement to develop the Academy and staff
- Contribute to the whole academy pastoral provision
- Advise and assist the Interim Management Board and Multi Academy Trust Board as required in the exercise of its functions, including attendance at meetings and preparation of reports

Leadership and Management:

- Line management of designated curriculum areas
- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Establish clear expectations and constructive working relationships among staff
- Be proactive in leading and managing change and improvement to develop the Academy and its staff, ensuring positive staff participation and effective communication and procedures

- Communicate and maintain high expectations of all staff and be prepared to challenge poor performance
- Demonstrate high professional standards, leading by example
- Support and assist the Head of School in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the Academy
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the Academy in terms of achievement, teaching and learning, behaviour and safety
- Play a major part in securing outstanding classroom practice across the Academy
- Take a lead role in maintaining a positive learning environment amongst all staff and students in which students are able to make a positive contribution through restorative approaches, learn and thrive in an atmosphere of dignity and respect
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students

Teaching Commitment

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. However, some designated non-contact time for leadership and management responsibilities will be made available

Safeguarding Children

- Sirius Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

PERSON SPECIFICATION

Knowledge/Experience/Skills/Qualifications/Mental Skills:

1. Qualifications – Essential:

- Qualified Teacher Status
- Degree level (or equivalent) qualification
- Recent & relevant CPD completed in the last 3 years

Desirable:

- Further professional qualification linked to education and/or leadership
- NPQ qualification

2. Skills, Knowledge & Aptitude – Essential:

- Ability to develop excellent relationships with young people
- Outstanding teaching to students with a range of abilities and attitudes
- Analysis and interpretation of data and target setting
- An emotionally intelligent approach to work with students, parents and colleagues
- Well-developed interpersonal and communication skills
- Knowledge of the requirements needed to achieve outstanding student progress and personal development
- Thorough understanding of leadership skills and practical examples of their application
- Demonstrable knowledge and understanding of equality issues and legislation
- Ability to analyse and interpret pupil performance data and set challenging yet realistic targets
- Proven leadership on action planning, monitoring and evaluation

Desirable:

- Curriculum innovation
- Evidence of leading improvements in teaching and Learning
- Thorough understanding of current education legislation, priorities and trends, specifically to the curriculum and qualifications structure
- Ability to work effectively with the local community in developing the Academy as a community resource

3. Experience – Essential:

- Significant impact on teaching and learning performance of others
- Proven track record of leading improvement and raising student achievement
- Robust self-evaluation and quality assurance procedures
- Proven significant successful teaching experiences which has led directly to measurable positive outcomes for students
- The ability to inspire, develop, empower and sustain individuals and teams

- Evidence of supporting and challenging colleagues through performance management
- Experience of leading on strategic data analysis

Desirable

- Teaching experience in more than one school
- Effective line management of support staff
- Experienced member of SLT
- Successful partnership working with other schools and outside agencies
- Effective collaboration with external agencies
- Experience of working in an urban school environment

4. Skills – Essential:

- Know what outstanding looks like and the proven ability to develop outstanding practice
- Build and maintain effective relationships through effective interpersonal skills
- Excellent communication skills both oral and written
- Inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Build on current good practice whilst moving the school forward with vision and vigour
- Develop effective teamwork and be able to contribute effectively to a range of teams
- Think strategically and contribute to creating a coherent school vision
- Inclusive approach to education
- High expectations of self and others
- Manage and resolve conflict
- Work under pressure, maintaining a sense of perspective and humour
- Commitment, honesty and dedication
- Ability to manage own time effectively
- Reliability and integrity
- Resilience and tenacity
- Have a growth mind-set
- Be able to understand complex data and prioritise needs for improvement
- Self-awareness

Desirable:

- Experience of leading and delivering CPD
- Experience of leadership in more than one school/academy
- Experience of working with the wider community
- Evidence of 'wider' school effectiveness
- Leadership of assessment without levels

Interpersonal/Communication Skills:

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range challenging situations
- Personal commitment to extra-curricular activities
- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Willingness to undergo appropriate checks, including enhanced DBS checks

Personal Attributes

- Proactive leader
- Demonstrable ability to plan strategically and to lead, motivate, develop and inspire staff and to manage change effectively
- Commitment to their own personal and professional development
- Passionate belief in the potential of all young people to aspire and achieve
- Relentlessly positive attitude towards young people and colleagues
- Ability to model mutual respect for and trust of students and adults

- Ability to provide inspirational leadership to students, staff and community
- Energy & enthusiasm
- Ability to delegate responsibility effectively
- Ability to deal sensitively with people, negotiate effectively, influence and resolve conflicts
- Track record of being a team player
- High degree of resilience
- Ability to prioritise and take responsibility for problems that may arise

Contacts & Relationships

- CEO
- Head of School
- Staff
- Directors/Governors
- Community members
- Parents/carers
- LA representatives
- Trade unions
- Other government departments

This Job Description conveys a full and accurate description of the job:

Date

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**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE: