

# JOB DESCRIPTION

Title of Job: Vice Principal Grade: Leadership 22 - 26

Section: Leadership Team

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| **JOB SPECIFICATION** |
| **PERSON REPORTS TO:** The post-holder is directly accountable to the Principal. |
| **MAIN DUTIES:**   * support the Principal in providing whole Academy leadership and ensuring a whole Academy approach to school improvement; * share responsibility for all the policies, decision-making processes and strategic planning involved in the leadership and management of the Academy; * develop an ethos of high expectations of staff and students, and a positive approach to innovation; * take full accountability for key areas of the Academy’s work, including performance standards * Ensure compliance to statutory issues, implement monitoring and self-evaluation systems related to the post-holder’s Leadership responsibilities. Assist with the writing of the Academy Improvement Plan and the SEF. |
| **EQUAL OPPORTUNITIES:**  The Academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. |

The Teachers’ Terms and Conditions of Employment cover all teaching posts.

# AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

1. **ACADEMY LEADERSHIP AND MANAGEMENT:**

There are several areas of possible responsibility for the post and applicants are asked to make it clear in their application the particular area\s they wish to be considered for.

The areas of responsibilities are: -

# Curriculum Planning and Development

* + Lead on curriculum design and development to meet future demands of curriculum provision
  + Support and advise Curriculum Leaders with monitoring to ensure that standards continue to improve and targets are met

# Pastoral Leadership, Student Behaviour Systems and Safeguarding

* + Lead on the House System and vertical tutoring group structure
  + Lead on behaviour systems; student performance; student council; attendance; parental engagement; primary liaison
  + Lead on safeguarding policy and procedures

# Standards, Data and Assessment

* + Review standards and performance using internal and external data sets and lead on student progress, data and target setting
  + Line manage information and data systems including overall tracking through SIMS

# Teaching and Learning

* + Lead on Teaching and Learning across the Academy in aspects of developing pedagogy to drive standards of Teaching and Learning
  + Lead on quality assurance and self-evaluation systems within the academy to drive standards.

# STAFF LEARNING AND SUPPORT

1. Advise the Leadership Team on the types of staff development needed to deliver and support the assigned area of responsibility and to lead or assist with their recruitment.
2. Line manage at least one curriculum department and performance related pay through Performance Management.
3. Liaise with identified staff to ensure appropriate progression opportunities and intervention strategies for students and linked professional development opportunities for staff.
4. Ensure effective dissemination of work to all staff.
5. Devise, lead and deliver whole staff INSET and training when necessary.

# LEARNING COMMUNITY

1. Develop networks with other organisations for research and development.
2. Represent the Academy at relevant strategy meetings, linked to whole Academy responsibilities.
3. Ensure monitoring and evaluation reports are completed.
4. Lead on Academy to Academy partnerships.

# STUDENTS’ LEARNING

1. Work with Curriculum Leaders to support learning in the curriculum and maximise student progress according to the Vice Principal remit.
2. Ensure acquisition and maintenance of relevant Charter Marks, linked to responsibilities.
3. Work in collaboration with the Senior Team and Curriculum Leaders to drive forward standards.
4. Work with Heads of House and the pastoral team to support the raising of achievement and amongst the student body.
5. To teach classes or groups of students for timetabled periods.

# WHOLE SCHOOL

1. To be a member of the Academy’s Leadership Team, contributing positively towards the development of the Academy and deputising for the Principal, when requested to do so.
2. To take lead responsibility for developing and maintaining one or more whole Academy issues.

* This Job Description is subject to annual review.

Date of issue: .........................................

Signature of Post holder: .........................................

Signature of Principal: .........................................