



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	<b>Vice Principal</b>
<b>JOB PURPOSE</b>	<p>To change lives through learning by working in partnership with the Principal, governors and staff to ensure the continuous improvement of the academy.</p> <p>Principal Accountabilities</p> <p>Provide strategic vision and inspire all staff to contribute to achieving this in particular:</p> <ul style="list-style-type: none"><li>• To raise the academic achievement of all students, particularly those who are vulnerable.</li><li>• To improve standards of behaviour so that all students demonstrate exceptional behaviour for learning</li><li>• To improve attendance</li><li>• To contribute to the overall success of the academy contributing fresh ideas, drive and ambition</li></ul>
<b>GRADE:</b>	L20-L24
<b>RESPONSIBLE TO:</b>	<b>Principal</b>

## MAIN DUTIES AND RESPONSIBILITIES

We seek a committed, enthusiastic and passionate colleague to join us as Vice Principal. The successful candidate will bring fresh, bold ideas, helping to lead the academy in the next stage of its development.

### Main Duties

1. Provide strategic vision and leadership as a key member of the Academy Leadership Group
2. Raise the academic achievement of all students, particularly those who are vulnerable.
3. Lead on improving the academy's approach to developing the behaviours we expect to see from our students
4. Lead on the academy's approach to improving attendance
5. Lead on forming and strengthening effective professional relationships with parents and families
6. Take responsibility for the academy in the absence of the Principal
7. Alongside the Principal, be responsible for progress against the academy development plan
8. Evaluate practice across the academy and report regularly on this to the Principal and governors
9. Support individual heads of department through the line management structure to improve results in their curriculum areas

10. Work to a high standard in creating and implementing agreed policies, priorities and expectations, modelling good practice for other colleagues
11. Promote a culture of teamwork, in which the views of all members of the academy community are valued and taken into account
12. Promote and contribute to a culture of research-informed practice
13. Provide support for staff in developing their leadership skills
14. Contribute to regular reviews of the organisation of the academy to ensure it meets statutory requirements
15. Take responsibility for the performance management/appraisal of identified staff
16. Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money
17. Set high expectations for your own performance and that of others
18. Engage in relevant professional development activity

## General

1. Contribute to the creation of a positive academy ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
2. Support the induction of staff new to the academy
3. Initiate new ideas and encourage developments
4. Provide information to the Principal/governors as may be required.
5. Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively.
6. Ensure that Health and Safety issues are properly understood and procedures are followed.
7. Ensure that all safeguarding policies and procedures are strictly adhered to
8. Contribute to the academy development plan
9. Attend, when required, ALG meetings and meetings of the governing body
10. Represent the academy at events
11. Establish effective relationships with all stakeholders
12. Fulfil ALG duties and responsibilities

The fluid nature of the development of the academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review.



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## General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Experience</b>		
Degree or equivalent.	Y	
Qualified Teaching Status	Y	
NPQH		Y
SLE		Y
MA in Educational Leadership		Y
<b>Experience</b>		
Experience of line managing other leaders.	Y	
Experience in an Assistant Principal (or equivalent) role.	Y	
<b>Knowledge and Skills</b>		
Excellent knowledge of the research around effective pedagogy, assessment and behaviour management.	Y	
Exceptional knowledge of effective leadership techniques.	Y	
Excellent understanding of safeguarding guidance and practices.	Y	
Thorough understanding of the Ofsted framework.	Y	
Confident knowledge of national performance measures and ability to complete high quality data analysis.	Y	
Understanding of SEND code of practice.	Y	
Understanding of Pupil Premium guidance.	Y	
High expectations.	Y	
Experience in a SENCo role.		Y
Experience of working with external agencies, e.g. alternative provision.	Y	
Experience of using SISRA.		Y
Experience of timetabling.		Y
Experience of working as a trainer for a Research School, Teaching School Hub, or similar.		Y
<b>Skills / Ability</b>		
Exceptional leadership skills	Y	
Self-reflection and the drive to seek learning opportunities to improve own practice and knowledge.	Y	
Ability to influence others and inspire them around your vision.	Y	
Ability to formulate and implement an effective action plan to effect rapid improvement.	Y	
Ability to design and implement a training programme that has impact on the quality of teaching and learning.	Y	
Courage to challenge the 'status quo'	Y	

### Personal Skills

Ability to relate well to students and adults.	Y	
Ability to work constructively as part of a team, understanding academy roles and responsibilities and own position within these.	Y	
Ability to prioritise tasks and act on own initiative.	Y	
Ability to motivate and encourage students and staff to achieve their full potential.	Y	
Ability to influence colleagues.	Y	
Motivated and driven by what is best for the students at all times.	Y	
Drive to make a difference.	Y	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_