

Job Description

Job Title: Vice Principal

Reporting to: Principal

Professional Duties and Responsibilities

- Responsible for raising attainment through the quality assurance of teaching and learning, curriculum implementation, student assessment, data and reporting
- Responsible for and overseeing the day-to-day running of the Academy
- In the absence of the Principal, responsible for the Academy

Teaching and Learning

- Responsible for developing and managing a programme to improve teaching and learning, including developing deep learning and accelerated learning (working with our sister academy, BOA to deliver approaches and practices)
- Overseeing teaching and learning across the Academy by implementing structured lesson observations
- Carry out quality assurance to monitor, evaluate and review teaching and learning
- Improving the quality of teaching and learning through a CPD programme. Developing and managing this programme

Curriculum

- Responsible for curriculum and timetable construction
- Lead on curriculum review, planning and development
- Lead on new course development and accreditation
- Ensure all curriculum overviews are on the website

Student Assessment/Data and Grouping

- Ensuring all teachers have baseline data for their classes
- Responsible for student and subject target setting
- Lead on the development of data and its use across the Academy
- Lead and manage reports to parents
- Overall responsibility for all examinations and relevant policies, procedures and communications
- Responsible for all DfE returns
- Strategic management of ICT, SIMS, website & VLE

Miscellaneous

- To undertake any reasonable ask at the request of the Principal
- Carry out such other duties as are required and as are commensurate with the grade of the post
- Follow the required procedures and legislation regarding confidential information and the Data Protection Act
- Be proactive in the implementation of the Academy's Equal Opportunities Policy, Health and Safety regulations and Environment Protection Policies