

**Rawlins Academy**

**Vice Principal**

**Job Description**

**Line Management:**

The post holder will be accountable to the Principal for all initiatives related to this post.

**Job Purpose/Summary:**

To support the school in its aim to become an outstanding school in teaching, learning and training. To lead and take responsibility for designated projects.

**Key Tasks and Accountabilities:**

The successful candidate will contribute to ensuring the highest possible standards and attainment across the school.

**As Vice Principal, the post-holder will be responsible for;**

* Whole school initiatives to be agreed, depending on the strengths of the post holder

As a member of the Senior Leadership Team, the post-holder will contribute and support;

**Faith, Vision and Values**

* To maintain a positive Christian ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school
* To encourage staff, Pupils, parents and all involved in the life and work of the school to understand and share its vision, mission and aims as a Christian educational community
* To help lead the school as a successful and inclusive learning community that ensures all pupils are developed to their full potential
* To ensure that every pupil, irrespective of cultural or social background, is valued as an individual

**Strategic Direction and Development**

* Support and communicate the shared vision and strategic direction so that it shared and understood, defined and implemented by all stakeholders
* Support the School Improvement Plan and reviews, and contribute to the cycle of continuous school improvement
* To play a major role, under the direction of the Principal, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
* Lead by example and provide inspiration and motivation to the whole school community. Articulate the school ethos, which promotes high levels of progress and attainment within an inclusive, caring and safe environment
* Play a key role in raising attainment and aspiration, ensuring the school achieves its performance targets and the best outcomes for its pupils
* Challenge, motivate and empower others to attain ambitious outcomes
* Be aware of the changing educational environment and take account of national and local data, and the OFSTED inspection framework, and how other institutions are affecting change and transformation

**Raising Aspiration, Achievement and Attainment**

* Use national, local and school data effectively to analyse and evaluate pupil progress; plan and implement effective interventions to support pupils. Monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets
* Ensure we close any gaps between different groups of pupils
* Support and develop a culture of engagement across the school
* Address, and support others to address, the needs and aspirations of all pupils by personalised learning and mentoring
* Support and promote a culture of continuous improvement, using interpretation of data, and effective planning and provision so all pupils can achieve
* Effectively support systems for monitoring the quality of learning and teaching
* Support the effective systems of communicating with pupils, parents, staff and governors.

**Leading Learning and Teaching**

* Support the Principal to implement the curriculum policy, promoting a learning experience that meets the needs of the pupils
* Monitor and review effective teaching and learning with a culture of high standards and aspirations
* Ensure that opportunities are available that support every pupil to develop and build self-esteem
* Promote and encourage creativity and innovation in pedagogy, engaging all staff in the creation, consistent implementation and improvement of the curriculum, to meet key school objectives
* Provide an example of ‘excellence’ as a classroom practitioner and inspiring and motivating other staff
* Have the personal pedagogical understanding which inspires learners to achieve well, relative to their prior attainment and to make progress as good as, or better than, similar learners nationally

**Develop Self and Others**

* To lead, motivate, challenge and develop all staff to ensure that the school can maximise potential
* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
* Support a collaborative culture which positively embraces change and progression through effective teamwork and empowerment
* Be committed to your own professional development, regularly attending any relevant training and development activities both within and outside school

**Managing the Organisation**

* Support the maintenance of effective systems for safeguarding all pupils in school and working with external agencies as required
* Lead by example, be personally visible and committed, whilst adopting a strong flexible leadership style
* Communicate openly with the Principal, with requested reports and updates on a regular basis
* Ensure pupils, including targeted groups, are continually making progress and achieving across the school.
* Publicly support all decisions of the Principal and Governing Body.
* In consultation with, and by the direction of the Principal, deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plan and financial context
* Work with the Principal to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous and robust self-evaluation
* Work with the Principal to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
* Deputise for the Principal as and when required

**Securing Accountability**

* Work with the Principal to ensure the school’s accountability to a wide range of groups, particularly parents, carers, governors; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
* Line manage a group of staff, undertaking their appraisal
* Support and implement the engagement of all stakeholders including parents and the community
* Carry out other management responsibilities or tasks allocated

**Strengthen the Community**

* Actively support and promote cohesion in the wider community, promoting a range of provision within and outside school
* Maintain and promote positive behaviour and anti-bullying within school and the community
* Support the wellbeing of pupils ensuring safety both in and outside of school
* Work with the Principal to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
* Liaise effectively with all stakeholders, including parents, pupils, feeder schools, partner secondary schools, business and community partners, and the wider community, as appropriate to designated strategic responsibilities.
* Share knowledge and expertise with other schools to support and improve pupil achievement, and promote innovative initiatives
* Promote the values and achievements of the school to the community

**Teaching**

* Carry out the duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers

**Other duties**

* Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Vice Principal’s work programme will be negotiated and agreed at the beginning of the performance management cycle. You will undertake such reasonable activities as the Principal and Governors may, from time to time require

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities.*