



Role: Vice Principal Academic

Location: Full time, Remote

Start Date: January 2025, or as soon as available thereafter

Job Overview

Do you have the drive to ensure all students can access the highest quality education in an environment suitable for them, regardless of their personal circumstances?

MVA is an award-winning DFE-accredited online independent school for students aged 11 - 18. Founded in December 2020, we have become the fastest-growing independent school in the UK and have won multiple awards including the National Business Award for Best Business in the UK with under 50 Staff in 2022.

Explore our website (<https://www.minervavirtual.com/>) to learn all about us, including our [Four Pillars](#), [Teachers](#), recent news and pupil/parent testimonials. You can also see an introductory video [here](#).

We have an opportunity for a well-qualified, insightful, and committed Pastoral Deputy Head.

The successful candidate will have a deep understanding of best practices in education, knowledge, experience, and the drive to remain fully up to date with all relevant regulations and statutory guidance relating to safeguarding pastoral care, and the well-being of children. They will possess strong interpersonal skills and high emotional intelligence, alongside an innovative and forward-thinking mindset, the ability to approach problems creatively, and the desire to contribute to an ambitious, innovative, nurturing online school where pupils can thrive.

Minerva's Virtual Academy is a rapidly growing educational institution and there are significant opportunities for the successful candidate to make their mark as we continue to develop. The job description attached outlines major areas of responsibility but should be viewed as a guide rather than a definitive list of duties.

This role will include some teaching and mentoring, which will be discussed at the interview.

Benefits include:

- Fully remote role with the option to work in our office if preferred
- Quarterly in-person meetings and social with the team
- Laptop provided

Please feel free to explore our website, which includes recent news and pupil/parent testimonials. If you have any questions relating to this opportunity please direct these to recruitment@minervavirtual.com.

Position Summary:

The Vice Principal (Academic) plays a crucial role in the strategic leadership and management of the school's academic affairs. Reporting directly to the Principal, the Vice Principal (Academic) is responsible for overseeing all aspects of teaching and learning, curriculum development, assessment, and student progress. They work collaboratively with other members of the senior leadership team to ensure the delivery of high-quality education and the continuous improvement of academic standards within the school.

Key Responsibilities:

Academic Leadership:

- Provide strategic direction and leadership in all academic matters, in line with the school's vision, values, and objectives.
- Collaborate with the Principal and other senior leaders to develop and implement academic policies, plans, and initiatives.
- Lead and inspire a culture of excellence in teaching and learning across the school community.
- Ensure the school's academic performance is in alignment with Ofsted Online Education standards and is met through both monitoring and evaluation.

Curriculum Development and Implementation:

- Oversee the design, review, and implementation of the school curriculum, ensuring alignment with national standards and educational best practices.
- Monitor and evaluate the effectiveness of the curriculum, making adjustments as necessary to meet the needs of students and promote their intellectual, social, and emotional development.
- Foster innovation and creativity in curriculum design, incorporating diverse perspectives and addressing the needs of a diverse student body.

Teaching and Learning:

- Working closely with the AVP Teaching and Learning to provide guidance, support, and professional development opportunities for teaching staff to enhance their instructional practices and pedagogical skills.
- Monitor teaching and learning processes, observing lessons, providing feedback, and implementing strategies for improvement.
- Working closely with AVP Teaching and Learning to ensure the learning platform is engaging, designed around pedagogical research to deliver a high quality learning experience for students
- Promote the use of data-driven approaches to inform instructional decision-making and improve student outcomes.

Assessment and Progress Monitoring:

- Working closely with the AVP Student Progress to oversee the development and implementation of assessment policies and procedures, including formative and summative assessments, to measure student progress and attainment.

- Analyse assessment data to identify trends, patterns, and areas for improvement, and use findings to inform teaching and learning strategies.
- Work closely with teachers, students, and parents to support individualised learning plans and interventions for students who require additional support or challenge.
- Lead the Exams Officer to ensure that external examinations are followed in line with JCQ and exam board regulations
- Lead the MIS Lead and Timetable Coordinator role to ensure a balanced timetable for all the faculty and students
- Lead the Technology Team, alongside the Head of Operations, to ensure a coordinated approach to the use and development of our systems and technology across MVA

Professional Development and Staff Management:

- Lead the recruitment, induction, and performance management of teaching staff within the academic domain, ensuring alignment with school goals and objectives.
- Provide coaching, mentoring, and professional development opportunities to empower staff to excel in their roles and contribute to the overall success of the school.
- Foster a collaborative and inclusive culture among staff, promoting teamwork, communication, and a shared commitment to continuous improvement.

Stakeholder Engagement:

- Build positive relationships with students, parents and external stakeholders to promote a supportive and inclusive learning environment.
- Communicate effectively with stakeholders about academic matters, including curriculum changes, assessment results, and educational initiatives.
- Represent the school at relevant forums, conferences, and events to showcase academic achievements and share best practices with the wider educational community.

Inspection & Accreditation

- To play a full role in the Academy's Quality Assurance Team
- To maintain a clear understanding of all inspection requirements relating to the safeguarding, pastoral care and well-being culture
- To take responsibility for ensuring that all policies and programmes relating to safeguarding, pastoral care and well-being are excellent on paper, well understood and bought into by all stakeholders at the Academy, and consistently applied

Shared Duties

The Vice Principal (Pastoral) will share the following duties with the Principal, Vice Principal (Academic) and other senior staff (this list is not exhaustive):

- Meet the Senior Team meetings for new families
- Leading assemblies
- Meeting with parents and pupils with academic concerns
- Managing complaints relating to academic concerns
- Having input into the creation of the school timetable
- Having input into the creation of the school calendar
- Having input into the Staff Handbook and Code of Conduct
- Develop the Staff Zone as a resource to support the MVA Faculty
- Representing the Academy at external conferences and meetings
- Helping to organise and attending Academy in-person educational and social days out, overnight and international trips

Qualifications and Experience:

- Qualified teacher status (QTS) and relevant academic qualifications (e.g., Bachelor's or Master's degree in Education or a related field).
- Substantial experience in teaching and educational leadership, with a proven track record of improving academic outcomes.
- Understanding and recent experience of Ofsted and the ISI inspection process
- Strong understanding of curriculum development, assessment practices, and educational pedagogy.
- Excellent communication, interpersonal, and leadership skills, with the ability to inspire and motivate others.
- Strategic thinking and problem-solving abilities, with a commitment to innovation and continuous improvement.
- Knowledge of relevant educational policies, regulations, and standards.
- Commitment to promoting diversity, equity, and inclusion in education.

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may change over time as the needs of the school evolve.

Person Specification

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	Degree or equivalent qualification. Evidence of continued career development.	Further degree in an area related to this post.	Certificates & application
Skills and Knowledge	Demonstrated experience in teaching across different key stages, with a minimum of 10 years of teaching experience. Proven track record of successful leadership and management within an educational setting, preferably in a senior leadership role. A sound knowledge of classroom pedagogy Sound understanding of curriculum design, development, and implementation, with the ability to align curriculum with national standards and educational best practices.	How to chair effective meetings. Managing difficult conversations.	Application form, references and interview

	<p>A sound and recent knowledge of the Ofsted &/or ISI inspection framework.</p> <p>An inspirational classroom teacher with proven delivery of high quality outcomes.</p> <p>Sound judgment.</p> <p>Sound administrative skills.</p> <p>An understanding of online schooling.</p> <p>Highly developed communication skills in all contexts and forms.</p> <p>Agile working in a busy online environment.</p>		
Experience	<p>Extensive experience in curriculum development and management across key stages.</p> <p>Experience in leading curriculum reviews, evaluating effectiveness, and making data-informed decisions to enhance teaching and learning.</p> <p>Current, and/or past, holding of significant leadership roles, especially those that involve managing staff.</p> <p>Recent OFSTED &/or ISI inspection experience</p>		Application form, references and interview
Personal competencies and qualities	<p>Ambition.</p> <p>Empathy.</p> <p>Capable organiser, planner and administrator.</p> <p>Confident communicator with a passion for education.</p> <p>Self-knowledge.</p> <p>A firm commitment to the role of academic achievement</p> <p>Resilient; personable; tactful.</p> <p>Natural authority; leadership by example; personal integrity.</p> <p>Energy; imagination; courage to innovate.</p>		Application form, references and interview

	A sense of perspective A creative problem solver		
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