



## **JOB DESCRIPTION**

**Name:**

**Post Held:** Assistant Vice Principal, STEM

**Responsible to:** Principal

### **KEY DUTIES AND RESPONSIBILITIES (GENERAL TO SENIOR LEADERSHIP TEAM):**

#### **Strategic Leadership**

- To maintain an up-to-date knowledge of local and national educational trends in your area of leadership. To advise and inform the Principal and Governors of these as appropriate.
- To work with the Principal, Governing Body and others to develop the school's vision and maintain a culture and ethos that promotes innovation, excellence, reflection and aspiration.
- To set high standards and expectations of self, staff and students and to actively inspire, motivate, challenge and empower others.
- To share the school's vision and values, building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress.
- In collaboration with the Principal and Leadership Team, to identify and plan for future needs within your leadership area.
- Working with the Principal and Leadership Team, to develop and manage processes, systems and policies to ensure the day-to-day smooth running of the school.
- To attend Leadership Team meetings, to think creatively and proactively contribute in all areas discussed.
- To contribute to the school's monitoring and evaluation system by regularly carrying out lesson observations, learning walks, drop in sessions and book scrutiny.
- To demonstrate emotional intelligence and a positive mental attitude at all times.

#### **Learning, Teaching and Academic Progress**

- To research, promote and disseminate strategies for raising achievement and achieving excellence within your area of leadership.
- Working with the Principal and Leadership Team, to establish and monitor the quality assurance procedures for all aspects of the school's work to ensure that:
  - The quality of teaching is always good or outstanding.
  - Innovative solutions are established to raise standards.
  - Data systems for recording, analysing and intervention in students' academic and personal development always result in good or outstanding progress.
  - Data is analysed and shared with team leaders; raising questions, posing hypotheses and providing challenge.
  - Student performance/prior attainment is interpreted and acted upon.
  - Challenging targets are set for student attainment leading to whole school improvement.
- To challenge poor performance and to develop strategies for improvement.
- To teach quality lessons to an agreed timetable.

#### **Safeguarding and Student Welfare**

- To work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to monitor and support the attendance, behaviour and welfare of all students, especially those with Safeguarding concerns.
- To use Rewards to encourage and acknowledge student participation and achievement.
- To work with the Attendance Officer to support students with poor attendance.
- To work with Pastoral Leaders to support student engagement and behaviour as needed.
- To maintain standards of discipline in line with school policies.

### **Staff Development and Working with Others**

- To have line management responsibility for some curriculum leaders and to regularly monitor and evaluate their progress in line with school policy.
- To promote and contribute to the professional development of staff.
- To promote collaborative team-working, develop effective working relationships and manage conflict.
- To collaborate and network within and beyond the school.
- To develop and promote excellent communication with all stakeholders.
- To undertake return to work interviews following staff absences in your line management areas.
- To take an active part in the performance management of allocated staff.
- To be highly organised and efficient and to respond to work commitments in a timely manner.

### **Leading the Organisation**

- To deputise for the Principal in her absence as required.
- To show loyalty to the Principal and school at all times.
- To ensure that school policies relevant to your leadership areas are up-to-date and shared with stakeholders.
- To act as part of the Leadership Team and to manage the daily organisation of the school, including supervision of the premises at break, lunchtime and immediately after school.
- To ensure good behaviour and standards both in lessons and around school.
- To support individual and team accountability for student learning outcomes within your areas of leadership.
- To demonstrate a commitment to British Values and the spiritual, moral, social, emotional and cultural development of students.
- To demonstrate a commitment to DSTC Co-operative Values of solidarity, equity, equality, democracy, self-responsibility and self-help.
- To develop, promote and review strategies for self-evaluation and accountability.
- To attend Governing Body meetings as required.
- To contribute to the recruitment, induction and professional development of the school's workforce to achieve its vision and goals.
- To promote and be involved with the wider life of the school community.

### **KEY DUTIES, RESPONSIBILITIES and VALUES (SPECIFIC TO ASSISTANT VICE PRINCIPAL, STEM):**

- To provide strategic line management of the leaders of Science and Technology.
- To be responsible for all STEM related activities and initiatives, co-ordinating these across all year groups and ensuring that every year group has appropriate opportunities to experience STEM.
- To set up an internal STEM group across faculties, to arrange meetings and to produce an Action Plan.
- To work with faculty staff to promote and develop STEM subjects.
- To promote and develop STEM pathways.
- To develop links with the wider community eg Aim Higher, Higher Futures Sector Development Team to explore vocational pathways and employer needs across sectors.
- To examine initiatives supporting STEM subjects in schools/colleges.
- To work with STEMNET to enhance and enrich the whole STEM curriculum.
- To work with any other relevant external agencies involved in promoting STEM subjects.
- To be responsible for core subject interventions across all Key Stages.
- To be responsible for the school calendar and meetings schedule.
- To be a Raising Standards Leader for a given year group (from September 2018).

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

Signed ..... Date .....  
(Principal)