**Post:** Vice Principal: Quality of Education

**Responsible to:** Principal

**Responsible for:** All matters relating to Teaching, Learning, Assessment & Curriculum

*The line management of a number of leadership and curriculum areas:*

* *Assistant Principals / Extended Leadership Team: T&L, B4L*
* *Raising Standards Team*
* *Identified Curriculum/Faculty Leaders*

**Job Purpose and Vision:**

This is a key role in the future development of the Academy. The post holder is responsible for driving the raising standards agenda by working with SLT, Heads of Faculty, Heads of School, Teachers and other stakeholders to ensure the highest quality of education.

The post holder will drive our agenda to secure the highest quality of education for all pupils, with a key focus on key vulnerable groups including disadvanatged pupils and SEND:

1. To support the Principal in transforming leadership at all levels of the Academy to secure the highest quality of education for all.
2. To lead on key aspects of Academy Improvement Planning for Teaching, Learning & Assessment and Curriculum.
3. To be a role model for all staff and pupils, demonstrating positive leadership behaviours, confidentiality and discretion and to demonstrate a commitment to team work and respect.
4. To be highly visible and high profile: reinforcing standards of pupil behaviour and the Academy’s core ethos and values.
5. To be a line manager who is approachable and who develops others by supporting and challenging them to be the very best they can be and to implement effective Appraisal arrangements.
6. Working alongside the Principal, a team of Assistant Principal’s, the Extended Leadership Team, Raising Standards Manager and Business/Finance Team to ensure the aspirational aims and objectives of the Academy are achieved.
7. Working alongside the Principal, a team of Assistant Principal’s, the Extended Leadership Team, Raising Standards Manager and Business/Finance Team in the collation, implementation and updating of the Academy Handbooks for Staff (The WOA Way):

* To ensure the smooth day-to-day running of Wodensborough Ormiston Academy.
* To ensure all staff are aware of, and follow, all Academy policies.
* To establish quality assurance procedures for all aspects of the work of the Academy.

1. To embed quality assurance procedures for all aspects of teaching, learning & assessment within the Academy.
2. To collate and evaluate the outcomes of all quality assurance procedures regarding the quality of teaching and learning, and use them to inform the Academy Development Plan, the Academy Self Evaluation Form, reports to stakeholders, returns to the DfE and outside agencies, and visits from the Academy Regional Director.
3. To collate and evaluate the outcomes of all quality assurance procedures regarding the quality of teaching and learning and the curriculum, and use them to inform the Academy Development Plan, the Academy Self Evaluation Form, reports to stakeholders, returns to the DfE and outside agencies, and visits from the RD.
4. Leading the work of the Academy Teaching & Learning Team in improving the quality of classroom teaching and delivering on a consistently high standard of education for all pupils.
5. Developing and implementing simple, effective and innovative systems for monitoring, recording and evaluating the quality and effectiveness of current teaching.
6. Developing and maintaining objective, feedback systems that provide staff with opportunities to reflect upon and improve their practice.
7. Developing and evaluating the impact of CPD which raises standards end embeds a consistently high standard of provision across the Academy.
8. Leading the work of Heads of Faculty in improving standards of teaching, learning & assessment in all subject areas.
9. Ensuring procedures are robust and in place for all internal and external examinations and assessments/qualifications (working with the Principal as Head of Centre and the Raising Standards Manager).
10. To ensure that the development of Literacy, Numeracy and ICT are at the centre of lesson planning and curriculum delivery.
11. To lead on implementing a broad, balanced and innovative curriculum which enables all pupils to thrive and achieve.
12. To lead on the development of an effective timetable which supports good progress and demonstrates value for money (working with the Principal and Raising Standards Manager).
13. To support and uphold the Academy ethos of collective responsibility for behaviour, engagement and attendance – all pupils will be successfully engaged in learning.
14. To support other leaders in developing and implementing effective interventions which result in improvements in attendance, behaviour and outcomes for key vulnerable groups within the Academy (i.e. disadvantaged pupils and SEND).
15. To report regularly to the LGB, Strategic Progress Board and Regional Director on specific areas of the Academy Improvement Plan.

**Duties:**

The duties outlined in this job description are in addition to those covered by the latest Academy Teacher’s Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The postholder must at all times carry out his/her responsibilities with due regard to the Academy Equal Opportunities Policy.

Deputising for the Principal and Vice Principal when required, representing them at meetings within or outside the Academy when required.

**Accountable for:**

* Deputising for the Principal as appropriate.
* Working with the Principal and Academy leaders to ensure the accuracy of the evidence base which informs the following: the Academy Improvement Plan, the Self Evaluation Form, Ormiston Academies Trust, Governors and other stakeholders, returns to the DfE and outside agencies, and documents prepared for other external visitors.
* Establishing systems for tracking and monitoring the impact of CPD.
* Collate and evaluate outcomes of all QA procedures regarding the quality of teaching and learning and assessment and the curriculum and use them to inform the Academy Improvement Plan, SEF, reports to LGB, SPB and other outside agencies.
* Develop and implement simple, effective and innovative systems for monitoring, recording and evaluating the quality of teaching.
* Maintain objective feedback systems that provide staff with the opportunity to reflect upon and improve their practice.
* Develop and implement effective CPD which raises standards across the Academy.
* Lead the work of the Heads of Faculty in improving the standards of teaching and learning in all subject areas.
* Ensure the development of numeracy; literacy and ICT are at the centre of curriculum delivery.
* Further develop the work of the Teaching & Learning Team.
* Build and further develop the role of our team of specialist leaders in education (SLEs).
* To work with the Principal to design and implement a broad and robust curriculum and to ensure it is delivered in the most effective way.
* To work with the Principal to ensure that appraisal arrangements are robust.
* To raise standards in progress and achievement through effective classroom based school improvement strategies.
* To ensure the quality of teaching and learning across the Academy is consistently good.
* Establish learning programmes and innovative curriculum solutions to raise standards.
* To contribute to the strategy for delivery excellent form time activities, ensuring that form time is treated as the first lesson of the Academy day.
* To lead assemblies which promote and uphold the Academy values and vision so that all pupils have access to the very highest levels of information, support and guidance.
* To liaise with senior colleagues at other Ormiston academies to support strategic development, share good practice and plan collaborative activities.
* To present the Academy to parents and the community in a positive light.
* Providing high quality line management to ensure that:
* teams and resources are well managed and deployed.
* all pupils, including those with challenging behaviour are successfully engaged in learning
* all supported pupils reach high levels of attainment and achievement
* all pupils are supported by effective Independent Information Advice and Guidance

**Leading on:**

* Teaching, Learning & Assessment
* Curriculum
* Assessment & examinations
* QA and CPD
* Middle Leadership development
* Appraisal for identified staff/teams
* SLEs – recruitment, development & deployment
* Ensuring personal quality of teaching and learning is at least good and often outstanding as is that of the staff in line management areas.
* Maintaining and developing the inclusive ethos, values and overall purposes of the Academy
* Formulating the aims and objectives of the Academy and policies for their implementation.

**The management of staff**

* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* To demonstrate effective leadership, representation and liaison both within the Academy and other interested or involved persons or bodies – a role model for staff, pupils and stakeholders
* To maintain excellent relationships with individuals, groups and staff unions, associations and families/parents.

**The management of resources**

* To ensure successful usage, monitoring of and impacting of pupil premium funding.
* To contribute to the formulation of the Academy’s policies and procedures concerning resource management.
* To ensure value-for-money in relation to spending on interventions & rewards.

**Securing productive relationships**

* To ensure that the Academy plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

**Appraisal**

* Participating in the Academy’s arrangements for appraisal, professional development and the Academy’s arrangements for quality assurance and internal verification.
* In addition to the above, any other duties required by the Principal.

**Wodensborough is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for our pupils.**