

**Job Description**

**Post:**  Assistant Vice Principal (Mathematics)

**Reporting to:** Principal, Vice Principals

**Responsible for:** Progress leaders, Heads of Faculties & Departments, teaching staff and other relevant personnel

**Salary Scale:**  Leadership Scale L13-17

**Working Time:**  Full time as specified within the STPCD

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

**KEY RESPONSIBILITIES**

* Strategic leadership and management of:
  + teaching and learning across the academy with a particular emphasis on phase and a specified group of subjects
  + a whole Academy focus
  + the progress and attendance of a secondary phase
* Assessment for learning
* Leadership and line management of staff and teams
* Efficient use of staff and resources
* Securing accountability from subject leaders, progress & attendance leaders, teaching staff and support staff

**JOINT RESPONSIBILITIES OF THE ACADEMY SENIOR LEADERSHIP TEAM**

* The safeguarding and wellbeing of Academy students.
* Whole Academy behaviour management.
* The quality of assessment and learning.
* Taking a lead role in creating positive relationships across the Academy.
* Performance management of a team of staff.
* Managing incidents and conflict resolution.
* Responding effectively and efficiently to staff, students and parental concerns.
* Leadership representation at evening events and external meetings.
* On call / break duty / gate duty / lunch duties / detention duties.
* Attendance at strategic and Senior Leadership Team meetings throughout the year.
* Supporting Governor activities.
* Providing the Principal and Vice Principals with self-evaluation evidence, judgements and plans for improvement.

**PERSONAL DEVELOPMENT**

* Keep up to date with new research and current practice, utilising national bodies such as DFE, Ofsted, NCSL, SSAT and others to support Academy based programmes.
* Regularly review own practice, set personal targets and take responsibility for own personal development.
* Manage own workload and that of others to allow an appropriate work/life balance.

**JOB PURPOSE:**

As a member of the Academy’s Senior Leadership Team the Assistant Vice Principal will play a key role in ensuring that the Academy’s Christian ethos is successfully promoted and adhered to throughout every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

* To ensure that the mission statement underpins the daily life of the Academy.
* To support the Principal and other members of the Senior Leadership Team in reinforcing strong innovative leadership that results in a high quality, flexible learning and social environment with equality of access for all.
* To enable learners to benefit from high quality, innovative and enlightened approaches adopted for teaching and learning in the Academy with particular focus on a faculty area or group of students.
* To oversee and ensure the successful progress of a year group or specific group of learners.
* To lead/support the implementation of effective systems for; assessment, recording, reporting and target setting for the Academy, for individual students and student groups.
* To ensure that the objectives of the Academy are met through the implementation of policies.
* To lead enriched and enhanced relevant curriculum pathways that motivate, support and lift the academic and vocational aspirations of all learners in a specified faculty area and across the Academy.
* To make a very positive contribution to development of the Academy improvement program.
* To contribute to the monitoring, review and evaluation of the Academy’s performance.
* To promote extra-curricular activities in accordance with the educational aims of the Academy.

**STRATEGIC/OPERATIONAL PLANNING**

In conjunction with the Principal and Vice Principals, Assistant Vice Principals will:

* Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
* Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
* Meet strategic targets for the Academy set by the Governing Body.
* Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body.
* Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy.
* Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
* Ensure that Health and Safety policies and practices, including Risk Assessments, across the Academy are in-line with national requirements and are updated where necessary, therefore liaising with the Academy’s’ Health and Safety Manager.

**CURRICULLUM MANAGEMENT**

* Liaise with Vice Principals and other relevant AVPs to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
* Assist in the design and implementation of a broad and balanced curriculum with an emphasis on The Environment to meet the aims of the Academy and the needs of all students.
* Ensure appropriate evaluation of the design and delivery of designated curriculum areas; continuously striving to improve all aspects. Promoting innovative approaches to teaching and learning.
* Implementing Academy policy for promoting excellent student behaviour and work ethic.
* Monitoring and evaluating progress towards meeting student achievement targets.
* Ensuring that effective individual assessment, recording and reporting systems for student progress are in place and positively impacting on the individual progress of students.
* Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision making processes.
* Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

**QUALITY ASSURANCE OF TEACHING & LEARNING**

* To keep up to date with national developments in teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Vice Principal or AVP responsible to maintain accreditation with the relevant examination and validating bodies.
* To ensure that the development and improvement of subjects are in line with national developments.
* To work closely with the Senior Leadership Team to observe, record, devise and advance the quality of progression in teaching and learning styles of staff and students as they move through the Academy.
* To support the Academy’s Performance Management protocols in order to make a positive impact upon the quality of teaching across the Academy, seeking to ensure that all teachers provide lessons which are consistently ‘Good’ or better, using OFSTED lesson observation criteria.
* To develop learning opportunities for pupils, students, parents and the wider community beyond the Academy day, including online activities which can be accessed away from the Academy.
* To lead or work closely with those responsible for the induction of new staff and the oversight of those undergoing Initial Teacher Training, GTP and student placements.
* To support the development of the VLE and ICT Infrastructure within the Academy.
* To review annually all policies on Teaching & Learning to ensure they are effective.
* To obtain the views of pupils / students, with student voice consultation, about their learning experiences.
* To ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework.
* To ensure that the area's quality procedures meet the requirements of Self Evaluation and the Academy Improvement Plan.
* To seek/implement modification and improvement where required.

**PEOPLE MANAGEMENT**

* Implementing and monitoring best practice performance management processes so as to provide a positive framework for staff development and achievement.
* Assist in the development and implementation of a comprehensive programme of continuing professional development of staff with a focus on teaching and learning to be seen as paramount.
* In conjunction with the Principal and Vice Principals take the lead on the organisation of activities/processes that encourage team development (including adults and partner organisation).
* To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy.

**DEVELOPING AND MAINTAINING STRONG COMMUNITY LINKS**

In conjunction with the Principal and Vice Principals:

* Enabling the Academy to be rooted at the heart of the community.
* Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
* Creating and developing ways of involving adults in the learning process.
* Supporting the development of outreach initiatives to the community especially to adult learners.
* Developing and supporting links with the business community so as to enrich the learning experience of both the school community and its partners.

**MANAGEMENT INFORMATION**

* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports in accordance to the quality assurance cycle.
* To produce reports on examination performance, including the use of value-added data.
* To provide the Governing Body with relevant information relating to teaching and learning and student progress.

**MARKETING & LIAISON**

* To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
* To support/lead the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
* To actively promote the development of effective subject links with external agencies.

**ADDITIONAL DUTIES**

* To play a full part in the life of the Academy community, to support its distinctive mission and ethos to encourage and ensure staff and students follow this example.

This job description sets out the main duties of the post 2019 – 2020. The Assistant Vice Principal is required to undertake any other reasonable tasks at the discretion of the Principal. These responsibilities will be discussed annually as part of the Vice Principal’s annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.