

# Vice Principal

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| <b>Pay Range</b>       | <b>L18-L22</b>                       |
| <b>Accountable to:</b> | <b>MLT Executive Leadership Team</b> |
| <b>Responsible to:</b> | <b>Principal</b>                     |

## Main Purpose of Post

Alongside the Principal, the Vice Principal will promote a culture of excellence by providing leadership capacity to enhance the strategic direction, vision and operational management of Maltby Academy. The Vice Principal will contribute to Maltby Academy's developments and priorities and will support the Principal with responsibility for the highest quality educational provision for all its young people. The Vice Principal will provide specialist expertise and highly visible leadership to secure and drive forward the educational experience within the classroom and present as an outward facing professional within the community and beyond.

## Shaping the Future – Strategic Direction and Development

- Be a highly visible, well read and networked, solution driven leader who provides professional support and challenge to the Principal and other professionals within the Academy
- Work in association with the Principal and Trust leaders to build and sustain confidence within the Academy and broader community through the achievement of rapid school improvement
- Contribute to and ensure the effective implementation and evaluation of a high-quality Academy Development Plan, ensuring the vision for the Academy and Learning Trust is clearly articulated, shared, understood and permeates all aspects of Academy life
- Work in association with the Principal and professional partners to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Model and celebrate with all stakeholders a shared culture and positive climate for all
- Deputise with confidence, authority and competence for the Principal as the lead professional when they are not present at the Academy.

## Leading Teaching and Learning

- Work with the Principal and other leaders to deliver the Trust's framework for teaching and learning, to promote excellence in teaching and learning, ensuring a continuous and consistent Academy-wide focus on students' achievement and development (moral, spiritual, physical, emotional, social and mental health as well as academic success)
- Work with the Principal, to ensure that high quality teaching is at the heart of strategic planning and resource management
- Lead through the senior leadership and middle leadership teams, highly effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement
- Empower and support key professionals through ensuring high quality coaching and professional learning and development programmes

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- Facilitate opportunities for professional collaboration and networking across the Trust's Academies, connecting staff (and students) to share good practice and improve the learning experience of students
- Champion young people within the organisation, promoting resilience and confidence to own their success and take personal responsibility for improving their future opportunities.

## Developing Self and Working With Others

- Support Academy leaders to develop and embed effective strategies and procedures for staff induction, professional development and performance reviews
- Work in synergy with the Principal and Local Governance Committee to develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with underperformance
- Develop Middle Leadership to be a high functioning and successful group of school leaders through the modelling and implementation of effective planning, support and evaluation of work undertaken; ensure clear delegation of tasks and responsibilities
- Support the senior leadership team to successfully implement and evaluate the Academy and Trust wide strategies which secure high standards of student engagement, behaviour and attendance
- Develop and maintain a culture of high expectations for self and others and take appropriate action when necessary
- Regularly review own practice, set and assess personal targets and take responsibility of own personal development.

## Leading and Managing the Organisation

- Work closely with the Principal and Executive Leaders to ensure the effective operation of the Academy
- Provide the Principal with regular updates on the risks, mitigation strategies and progress of Academy performance and contribute to the updates for the Local Governance Committee
- In liaison with the Principal, ensure the effective implementation and evaluation of identified priorities for the Academy Development Plan
- Lead on the application of the Trust's school improvement systems and processes
- Support the Principal to ensure Trust policies and procedures are adhered to across the organisation
- Support the Senior Leadership Team in the management of finance and human resources to achieve the Academy and Trust's goals and priorities and provide value for money
- Keep abreast of Trust, national and local educational developments and best practice in order to promote appropriate innovation.

## Securing Accountability in a Self-Improving School System

- Ensure staff accountabilities are clearly understood, agreed and appropriately challenged within the Academy
- Within the Trust framework, ensure all staff actively participate in high quality training and development and that Middle and Senior leaders can operate in the distributed leadership structure

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- Model approaches and support Academy leaders to implement the Trust's quality assurance and self-evaluation procedures
- Support the Principal and Academy leaders to challenge underperformance at all levels and ensure effective corrective action, support and review
- Present a clear, coherent and accurate account of performance to a range of audiences including the Principal, Local Governance Committee, parents and carers
- Challenge practice through self and others to ensure a stimulating learning experience throughout the organisation.

## Strengthening Community

- Actively support the Principal and Trust leaders to promote and facilitate sustainable community outreach, ensuring the Academy is outward facing, inclusive and a central hub of the broader community
- Promote opportunities to celebrate the richness and diversity of the community and celebrate the differences
- Uphold the Trust's high standards and expectations and the Academy's positive reputation within the broader community, communicating effectively to maintain community trust and support for the Academy
- Collaborate purposefully with broader specialist agencies and the world of work in order to ensure the needs of young people, their families and the community are met
- Enable, through others, sustained effective partnerships with parents and the wider community to support and enhance the achievement and personal development of young people.

***All senior leaders will be required to work across schools within the Trust and fulfil a system leadership role in supporting other schools by agreement with the Principal.***

***This Role Description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and pursuit of the 'National Standards of Excellence for Headteachers' (2015) underpins this role.***

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.***

***Maltby Learning Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***