

## Job Definition

---

---

**Post: Vice Principal**

**Salary Range: £57,644 - £64,295**

**Core Purpose: The Vice Principal will work with the Executive Principal, Principal, Governing Body and Trust Board to provide professional leadership, vision and direction for the UTC. The Vice Principal will establish a culture that promotes excellence, equality and high expectations for all.**

You will have a central responsibility for the quality of the curriculum, quality of teaching, learning and assessment and for students' progress and educational achievement. This involves setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful educational culture will enable students to become effective, enthusiastic, independent learners.

You will be expected to work as a part of the senior leadership team to achieve The Sheffield UTC Multi-Academy Trust vision by delivering the highest standards and expectations in teaching, learning, behaviour, leadership and fiscal management.

In line with the national standards you will have delegated responsibilities in the following key areas.

### **Leading on teaching, learning and assessment**

#### **Responsibilities are:**

- Working with the Principal to secure and sustain high expectations and excellent practice in teaching and learning throughout the UTC, monitor and evaluate the quality of teaching and standards of students including key groups; achievement and use benchmarks and set targets for improvement.
- Working with the Principal to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- To ensure that the quality of teaching is outstanding and to lead on the improvements of pedagogy to transform teaching, learning and assessment.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative, responsive and effective approaches to learning, teaching and assessment, including leading the development of Learning & Performance time at the UTC.
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set stretching targets for the whole UTC community.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- To take a strategic role in developing learning that is closely linked to university, industry and the UTC Sheffield employer partners thus supporting progression routes.
- Promoting and securing the highest levels of employer and university engagement.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

- To treat people fairly, equitably and with dignity and respect to create and maintain a positive UTC culture.

## **Shaping the future**

### **Responsibilities are:**

- To work alongside the Principal to ensure the aspirational aims and objectives of the UTC are achieved.
- Working with the Executive Principal and Principal; design and implement an employer led curriculum that supports the development of the technical and employability skills in each UTC specialist sectors.
- To lead the development, organisation and implementation of the UTC's curriculum and timetable.
- Developing effective transition strategies to ensure excellent information, advice and guidance to promote both strong recruitment to and destinations from the UTC.
- Working with the Business & Operations Director to manage, monitor and review the range, quality, quantity and use of all curriculum resources in order to improve the quality of education, and improve students' achievements.
- To ensure the smooth day-to-day running of the UTC.
- To ensure all staff are aware of, and follow, all UTC policies and establish quality assurance procedures for the all aspects of the work of the UTC.
- Working with the Principal to collate and evaluate the outcomes of all quality assurance procedures regarding the quality of teaching and learning, curriculum provision, as well as outcomes, and use them to inform The UTC Sheffield improvement plan, The UTC Sheffield self-evaluation process and records, reports to stakeholders and returns to the Department for Education (DfE) and outside agencies.
- To ensure the effective implementation of personal and professional development within teaching staff to raise expertise which will lead to greater student engagement.

## **Working with others**

### **Responsibilities are:**

- To build a collaborative learning culture within the UTC and actively engage with other schools and UTCs to build effective learning communities.
- Working with the Principal to model innovative approaches to school improvement, leadership and governance, including leading the governor strategic development sub-committee.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

- To ensure that performance management is rigorous, links clearly to staff personal and professional development, the development of learning in and across teams and whole-UTC professional learning and the UTC's arrangements for pay progression.

## **Strengthening community**

### **Responsibilities are:**

- To ensure learning experiences for students are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences are delivered,
- To contribute to the development of the education system by sharing effective practice, working in partnership with other UTCs, regional schools and promoting innovative initiatives.

### **Other responsibilities:**

- Deputising for the Principal when required and representing the UTC at meetings within or outside the UTC when required.
- Contribution to student recruitment and the promotion of UTC Sheffield - ensuring the communications and marketing team is regular informed of news and events
- Leading with the Principal to develop and manage processes, systems and policies to ensure the smooth day-to-day running of the UTC and present these in staff guidance materials
- Leading with the Principal in establishing and monitoring the quality assurance procedures for all aspects of the UTC's work to ensure that these quality assurance procedures will be part of staff guidance materials
- Leading with the Principal to ensure the accuracy of the evidence base on which the following are based: The UTC Sheffield improvement plan, The UTC Sheffield self-evaluation processes, reports to stakeholders and returns to the DfE and outside agencies.
- Providing high quality line management to the Curriculum Directors so that:
  - teams are effectively led, managed and developed
  - all students are successfully engaged in learning
  - all students reach high levels of attainment and achievement.
- Providing well-informed advice regarding national developments related to teaching, learning, standards and the effective use of ICT and other resources for engaging students in their learning.
- Providing high quality challenge and leadership of mentoring and coaching to subject leaders to ensure that leadership and management, teaching for learning, curriculum resourcing and delivery, and care, welfare, guidance and support are outstanding.
- Leading with the Principal in the planning, procurement and delivery of the UTC's professional learning, development and leadership programmes for all staff.
- Ensuring there are effective partnership relationships with outside agencies liaising with the teaching, learning and curriculum teams to provide learning support for students.
- Leading with the Principal in building and maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the UTC.

- Undertaking any other professional duties of the Principal that are reasonably delegated to her/him by the Principal.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos