

JOB DESCRIPTION

Name:

Post: Vice Principal - Inclusion

Reporting to: Principal/Associate Principal

Accountable to: Associate Principal

Academy: St Aldhelm's Academy

Main Purpose of the Post:

1. The Vice Principal is to provide high quality Leadership and Management commensurate with the needs of Ambitions Academies Trust.
2. The Vice Principal is accountable to the Principal/Associate Principal for ensuring the educational success of the Academy within the overall framework of the Trust's strategic plan as well as the individual Academy's Raising Achievement Plans (RAP). The Vice Principal is accountable for supporting the Principal/Associate Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision over teaching and support staff. He/she should create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work. The Vice Principal is line managed by the Principal/Associate Principal.

Specific Duties

The Vice Principal will:

- Strategic lead for behaviour, attendance, character and culture
- Strategic lead for Safeguarding
- Strategic lead for the implementation and consistent delivery of inclusion policies
- Strategic lead of mental health

Shaping the future (Strategic Leadership)

The Vice Principal will:

- under the leadership of the Principal/Associate Principal implement the shared vision and strategic plan for the Academy which is responsive to the communities it serves. At the core of this will be the educational, personal and spiritual development of the pupils.
- work with the Principal/Associate Principal and staff to ensure synergy between the Trust vision and the Academy vision and strategy.
- work with the Principal/Associate Principal to develop and implement a specific Academy RAP underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing school improvement.
- ensure that raising aspirations, achievement and attainment are achieved through an inclusive, sustainable and innovative lifelong education environment.
- develop positive relationships and collaborative partnerships with Ambitions Academies Trust.
- develop positive and sustainable relationships with local academies, schools and other education providers to raise standards within and beyond the Academy.
- secure the commitment of parents and the wider community to the vision and direction of the Academy.
- work with all stakeholders to generate enthusiasm and commitment.
- draw on the experience of the Principal/Associate Principal as a critical friend.
- challenge, motivate and empower others to attain ambitious outcomes.

Leading Learning and Teaching

The Vice Principal will:

- effectively implement Trust policy as agreed with the Principal/Associate Principal.
- secure and sustain effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include pupils with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement.
- Provide an example of excellence as a leading classroom practitioner to inspire and motivate other staff.

The Vice Principal will support the Executive/Associate Principal to:

- promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic).
- ensure that a high quality educational experience is available for all children and young people.
- organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act on areas of improvement.
- build a personalised curriculum with individualised learning support.
- develop an inclusive and supportive approach so that the Academy is a place where all pupils feel welcome.
- ensure that effective and appropriate pastoral and spiritual support is available to pupils.
- establish creative, responsive and effective learning in all curriculum areas.
- establish a flourishing enrichment programme.

- ensure the successful creation, implementation and development of extra and cross curricular activities to enrich and broaden pupils' experience.
- create a culture of challenge, support and high expectations.
- use pupil performance data to guide and inform parents/carers as required.

Raising aspirations, achievement and attainment

The Vice Principal with the Principal/Associate Principal should:

- articulate and ensure the Academy has the highest ambition for the progress, attainment and spiritual development for every child, placing social justice at the heart of the Academy's work.
- address the needs and aspirations of each pupil through personalised learning and mentoring.
- use assessment data to set and monitor challenging targets.
- challenge practice to ensure a stimulating learning environment.
- ensure academy-wide priorities are consistently and effectively implemented.

Developing self and working with others

The Vice Principal will:

- treat everyone within the Academy fairly and equitably.
- develop a culture of personal accountability and responsibility that recognises both excellence and supports appropriate strategies to deal with under performance.
- ensure a high standard of professional learning, including joint practice development for all staff and for self to motivate and enable all staff to carry out their roles to the highest standard based on assessment of need.
- work with all staff to build creative, effective teams.
- sustain their own motivation and sense of purpose and that of other staff.
- develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the Academy.
- develop the capacity of staff, through coaching and other appropriate means.

Leading the Organisation

The Vice Principal will support the Principal/Associate Principal to:

- provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the Academy.
- lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
- establish collaborative and open relationships with all stakeholders.
- to ensure critical evaluation of the Academy's performance.
- ensure that communication channels exist, enabling all staff to receive information they need in order to carry out their professional duties effectively.
- ensure structures deliver pupil progression, attainment and achievement.
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff.

- implement the Trust performance management framework for line-managed staff.
- ensure the Academy environment is of a high standard and reflects the aspirations of the community.
- ensure effective use of financial, technological and other resources.

Managing the organisation

The Vice Principal will:

- work with the Principal/Associate Principal, to recruit and retain staff of the highest quality.
- work with the Principal/Associate Principal, to deploy all staff effectively in order to improve the quality of education provided.
- manage and monitor the curriculum of the Academy within the agreed delegated budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- take responsibility for the collection and analysis of data commensurate to role and provide to Principal/Associate Principal within set deadlines.
- support the Principal/Associate Principal to manage and organise the accommodation of the Academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- ensure that the allocation and use of accommodation within the Academy provides a positive learning environment that promotes the highest achievement for all.

Securing Accountability

The Vice Principal will:

- report to the Principal/Associate Principal to enable him/her to meet his responsibilities.
- ensure all staff they lead have clearly defined responsibilities and accountabilities.
- establish strong teaching and learning and behaviour management.
- support the Principal/Associate Principal to implement robust Academy self-evaluation and quality assurance procedures.
- establish mechanisms for reporting to all key stakeholders at agreed intervals within areas of specific responsibility/ies.

Supporting the Work of the Ambitions Academies Trust

The Vice Principal will:

- create strong partnerships with the Trust.
- be a positive and active member of the Academy SLT.
- develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the Trust and support other staff participating in Trust work.
- participate in the Trust and sector-wide activities in order to share best practice, contribute to the development of the Trust strategies as appropriate and policies and promote the Academy and the Trust in a local and national context.

Leading in the Community through Collaboration

The Vice Principal will work with the Principal/Associate Principal to:

- create and maintain an effective partnership with parents/ carers.
- develop community engagement, promoting a continuous culture of change and nurturing creativity for all.
- strengthen the Academy's positive image in the wider community.
- develop the Academy's extended school provision.
- actively support the diversity of the Academy's communities and pupils.

Safeguarding

The Vice Principal will:

- Take responsibility for ensuring that all Academy safeguarding policies and procedures are understood and followed.
- Take responsibility for keeping up-to-date about national safeguarding requirements

Signed: **Date:**
Postholder



Signed: **Date:**
Chief Executive Officer

One copy to be retained by member of staff and one kept on file at Trust.

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

**AMBITIONS ACADEMIES TRUST IS COMMITTED TO PROVIDING A SAFE,
SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS
FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES**

Outstanding Achievement for All