

## **Deputy Principal Roles and Responsibilities**

### **Job Purpose:**

- To deputise for the Principal in their absence in all areas of responsibility.
- To lead the Heads of Campus and support them in the day to day management of each campus

### **Areas of responsibility:**

#### **Academic**

- Lead the establishment of a fulfilling curriculum, timetabling, and extra-curricular programme, which supports the vision and mission of the School.
- Create an environment and set expectations that promote excellent teaching, effective learning, high standards of achievement and good behaviour.
- Monitor and evaluate the quality of teaching and learning to improve student achievement, using assessment data to drive standards upwards.
- Provide extra-curricular activities and additional educational support programmes that support the vision, mission and commercial objectives of the School.
- Maintain an effective partnership with parents, key stakeholders and wider community to support and improve student achievement and personal development.

#### **Strategic**

- Provide inspiring and purposeful leadership for academic staff and students.
- Work with the Principal, staff, parents and students to maintain the vision, ethos and value statement for the School, which is fulfilling and engaging for staff and students.
- Ensure continuous improvement is achieved through the implementation of the academic elements of the School Development Plan (SDP).
- Monitor and evaluate the academic performance of the School and report to the Principal.
- Work collaboratively with the IEA Group of schools to share best practice and implement Group-wide improvement initiatives.
- Represent the school in the local and national community to increase awareness, knowledge and respect for the school.

#### **Leading and Managing Academic Staff**

- Ensure effective management of staffing levels which meet the needs of the curriculum and students, identifying and recommending future recruitment needs, and the implementation of timely and effective recruitment and induction of new academic colleagues into the school.
- Plan, allocate, support, and evaluate work undertaken by academic teams and individuals ensuring clear delegation of tasks and devolution of responsibilities, ensuring all academic staff are held to account for their professional conduct, performance, and practice.
- Implement and maintain effective systems for the management of academic staff performance, challenging and motivating others to achieve high goals, ensuring systems are fair and transparent systems adequately address concerns and value excellence.
- Promote and monitor ongoing professional development of self and academic staff, including the induction of new teachers.

#### **Organization and Resources**

- Identify and recommend appropriate learning resources to maximise the learning opportunities of all students.

#### **Safeguarding and Safer Recruitment**

- Ensure that all policies and procedures in relation to Safeguarding and Safer Recruitment are fully implemented and followed by all academic staff.
- Ensure that sufficient time and other resources are allocated to EduCare, as mandated by the IEA.