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**Academies Enterprise Trust**

**Job Description**

**Job Title: Vice Principal**

**Location: Trinity Primary Academy**

**Reports to: Principal**

**Purpose of the Role:**

* Deputising in the Principal’s absence.
* Securing outstanding teaching and learning.
* Supporting the delivery of a rich and exciting curriculum.

**Responsibilities:**

**CREATING THE FUTURE OF THE SCHOOL**

* Working with staff, under the direction of the Principal, to embed outstanding practice and secure the long term success of the school.
* Contribute to, communicate and demonstrate through classroom practice the academy’s shared vision which expresses core values and purpose.
* Implement the vision through agreed objectives and operational plans.
* Support, coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.

**LEADING LEARNING AND TEACHING**

* Teaching a class or groups of pupils, as required.
* Use pupil progress data and outcomes rigorously to optimise learning for all children and to drive up standards of teaching and learning.
* Establish and secure creative, responsive and effective approaches to learning and teaching in the curriculum.
* Secure high expectations and challenging targets for the whole school community.
* Implement a thorough monitoring evaluation cycle to ensure that planning and provision tackles any areas of weakness.
* Tackle underperformance at a range of levels.

**WORKING UNDER THE DIRECTION OF THE PRINCIPAL TO DEVELOP SELF AND OTHERS**

* Support and maintain effective strategies and procedures for staff induction, professional development and performance review.
* Promote, maintain and lead a culture of high expectations for self and others, channelling the efforts of all staff to good effect.
* Ensure that both teams and individuals are rigorously held to account with both great challenge and support.
* Regularly review own practice, set personal targets and take responsibility for own development.

**MANAGING THE ORGANISATION**

* Ensure the smooth day-to-day running of the academy in the absence of the Principal.
* Lead by example and actively promote and foster the importance of pupil and staff behaviour that shows respect, consideration and thought for others.
* Contribute to school self-evaluation and ensure improvement plans and policies promote continuous school improvement.
* Attend governor meetings and present where appropriate.
* Under the direction of the Principal, develop and deploy staff appropriately within the academy.
* Ensure all safeguarding procedures are rigorously followed.

**SECURING ACCOUNTABILITY**

* Contribute to, and articulate, a school ethos which enables everyone to work collaboratively.
* Work directly with AVPs and phase leaders to ensure individual staff accountabilities are clearly deﬁned, understood and agreed.
* Take a lead role in teacher and support staff appraisals.
* Ensure every individual child has access to high quality teaching and learning.
* Ensure that all children make optimal progress even when there are barriers to learning, through excellent systems and provision for all.

**STRENGTHENING COMMUNITY**

* Develop and maintain rich partnerships with families and community to build a learning community that strives for personal growth.
* Promote positive strategies for challenging prejudice.
* Secure a range of community-based learning experiences.
* Collaborate with other agencies to ensure pupil and community needs are met.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Vice Principal**

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualified Teacher statusDegree-level qualificationEvidence of continuous professional development | NCSL training |
| **Knowledge / Experience** | The Vice Principal should have experience of:- teaching throughout a key stage- outstanding teaching practice - being in a post of responsibility for an area of management in an academy for at least two years (demonstrating clear whole school impact)- developing effective approaches to learning and teaching in the curriculum- participating in team management- leading professional development and inset training- deploying and managing staff effectively - academy assessment data and pupil tracking systems- securing high expectations and challenging targets in the school community - tackling underperformance and areas of weakness- ensuring improvement plans and policies promote continuous school improvementThe Vice Principal should have knowledge and understanding of:- the role of the leadership group within the academy- curriculum management and the academy’s duty to provide for the needs of all pupils- the need to work within financial constraints, and to apply best-value principles- whole-academy issues and their strategic management- effective safeguarding procedures | - teaching throughout the primary phase- the Ofsted framework and whole school self-evaluation- academy finance systems- presenting to groups of people, including governors |
| **Skills** | The Vice Principal will be able to:- communicate effectively (both orally and in writing) to a variety of audiences- show evidence of good interpersonal skills as a team member, and in handling sensitive situations in a wider context- able to establish rapport and respectful and trusting relationships with children, their families, carers and other adults- promote a subject area effectively within the academy- promote the academy’s aims positively, and use strategies to monitor motivation and morale- motivate others to achieve their best, and enhance their self-esteem- prioritise and manage workload effectively  |  |
| **Personal Characteristics** | The Vice Principal will be:- passionate about teaching and learning- always leading by example- positive especially when managing challenging circumstances - resilient and have the ability to work under pressure to meet deadlines- a creative thinker- team player- demonstrably professional, honest and loyal - commitment to pupils and their learning, well-being and safety- willing to be involved in the wider life of academy- open-minded, self-evaluative and adaptable to changing circumstances and new ideas- rigorous | - ability to make and justify difficult decisions |
| **Special Requirements** | Successful candidate will be subject to: - an enhanced Disclosure and Barring Service Check- right to work in the UK- evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |