

## Job Description: Vice Principal (Education)

<b>Reporting to:</b>	Principal		
<b>Salary grade:</b>	Leadership Pay Range 17-21		
<b>Disclosure level:</b>	Enhanced		
<b>Core Purpose</b> Leadership and strategic overview of the Quality of Education measure which encompasses: Outcomes, Teaching, Learning and Assessment. <b>Values</b> To develop the whole individual, promoting respect, resilience, honesty and a strong work ethic amongst both students and staff. <b>Vision</b> To be the school of choice for the local community providing high quality education for all, encouraging an enthusiasm for life-long learning for students and staff. <b>Beliefs</b> That the school is a learning community where both students and staff flourish.	<b>Expectations</b> SLT members are expected to demonstrate the highest professional practice in all areas of their work and in particular be good or outstanding practitioners. They should be excellent strategic leaders, working to improve standards at whole school level and in their faculties and year groups. Excellent team leaders, capable of building a successful team and getting the best out of colleagues. Excellent leaders of pupils, commanding respect and being a positive presence around the school. At the heart of their work should be to build self-esteem, ensure moral of staff is high and motivate all pupils to be their best. Excellent managers, highly organised and operating efficiently and effectively in all areas of their work, both independently and as directed. SLT members are expected to think creatively about the school, to be prepared to take risks and to innovate. They should be excellent communicators with a high degree of emotional intelligence. They should be energisers, demonstrating a positive mental attitude around the school and in all areas of their work. SLT members are expected to be loyal to the SLT team and to pursue and deliver SLT strategies and agreed actions in a positive and consistent manner.	<b>Accountability</b> The Vice Principal will be accountable to the Principal, the Governing Body and the executive leaders of the trust.	
<b>Roles and Responsibilities</b>			
<ul style="list-style-type: none"><li>• Strategic leadership of the school through working with the Headteacher and the SLT</li><li>• To deputise for the Principal</li><li>• To line manage the Assistant Principal Curriculum, Timetable and Data ensuring:<ul style="list-style-type: none"><li>○ Oversight of the exams’ function and cover</li><li>○ Oversight of the report to governors, staff and trust regarding pupil outcomes for in year progress and public examinations</li><li>○ Oversight of a broad, balanced curriculum and effective timetable is created, maintained and fit for purpose</li><li>○ Robust quality of all assessment, recording and reporting for all subjects ,including all levels of leadership recognise and act on achievement and under-achievement for the subjects thus, ensuring pupils realise their potential</li></ul></li><li>• To utilise data management systems, e.g. Sims and SISRA to produce timely reports for Census, Performance Tables and the trust dashboard in conjunction with the AHT Curriculum, Timetable and Data.</li><li>• To lead the Basics and Core meetings for subjects and progress leaders and lead challenge committees</li><li>• To quality assure Maths and English through line management of the Associate Assistant Principal-Basics.</li><li>• Responsibility for the planning, monitoring and evaluation of provision of teaching, learning and assessment through the line management of the Associate Assistant Principal –Pedagogy.</li><li>• Overall responsibility for the performance and line management of subject leaders and other staff in their subject areas</li><li>• Responsibility for tracking progress within their subjects, Take a lead in cross-Trust Network groups and reviews</li></ul>			