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**City of London Academy (Southwark)**

**Vice Principal – Academic (VP-A)**

**Job Description**

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| **Pay Grade** | L23 – L27 + benefits |
| **Line Manager of** |  To include a number of staff at both SLT and Middle leader level.  |
| **Responsible to** | Principal |
| **Responsible for** | Oversight of all matters related to the core academic systems of the academy, including Teaching and Learning, Curriculum Design, assessment and KS3/4 Data.  |
| **Job Purpose** | The VP-A will have an exemplary working knowledge of the interdisciplinary connectedness between curriculum planning and the effectiveness of teaching. The primary purpose of the role is to create and implement a coherent strategy to improve both the quality of curriculum planning as well as the quality of teaching across the academy such that teachers are experts in subject-specific pedagogy and students are hungry to succeed. The remit of responsibilities in addition to the leadership of the academic side of the academy may change as the post-holder develops their area of Academy activity.Leadership roles may be rotated at the Principal’s discretion and further responsibilities may be allocated following appointment.This post is exempt from the 1265 contact hours. |
| **Other Duties** | * To undertake duties, training and/or hours of work as may be reasonably required and which are consistent with an Vice Principal role across Key Stages 2-5
* To undertake health and safety duties commensurate with the post and/or as detailed in the academy health and safety policy
* To provide the Principal with appropriate, accurate and timely information to enable continuous evaluation of your performance
* To carry out a share of supervisory duties in accordance with published SLT rotas
* To participate in a range of meetings with colleagues and parents or guardians
* To participate in appraisal arrangements
* To adhere to publish school policies and procedures
* To attend regular meetings with your Line Manager
* To hold responsibility for the effective deployment of the delegated budget their area of responsibility
* To hold devolved responsibility for forming and maintaining links with external agencies, community and business partners appropriate to this area of responsibility
* To hold leadership responsibility for identified areas of the academy.
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| **Statutory** | * To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning
* To promote the safety and wellbeing of students, ensuring that the school’s Child Protection and Safeguarding policies and procedures are promoted within the school
* To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
* To adhere to the academy’s Equality policy in all activities, and actively promote equality of opportunity
* The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with previous employers
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| **Essential skills and experience** | * Qualified Teacher status
* Good first degree
* Experience as an Assistant Principal (or equivalent)
* Effective leadership skills
* Evidence of successful team leadership to an outstanding level and impact at a whole school level
* Considered and adaptable leadership style that involves all stakeholders in decision making, as appropriate to need
* Ability to think creatively and to find innovative solutions and practical outcomes to complex problems
* Evidence of the ability to research, adopt and successfully integrate new working practices into the operations of a large secondary school/academy
* Significant experience and evidence of working in a school-wide role within secondary or tertiary phases
* Ability to oversee and monitor the learning experiences of students
* Ability to develop and monitor strategies to maximise student potential and to raise standards
* Ability to understand whole school curriculum issues
* Self-motivated with excellent organisational and planning skills
* Exceptional communication skills with all stakeholders
* Involvement in networking and sharing of best practice
* Ability to manage large groups of students in a variety of situations including assemblies
* Ability to motivate, encourage, counsel, guide and direct students
* Recent involvement in whole school initiatives/ developments
* An understanding of issues relating to whole school improvement
* ICT skills
* Experience of managing whole school issues
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