

**Vice-Principal**

**Duties and responsibilities**

The main role of the Vice-Principal is to ensure that there is the highest quality control throughout the whole school and to continue to meet our own high standards and those of British Schools Overseas and Education Development Trust. This would include rigourous assessment and tracking, teaching and learning, provision for most- and least-able students, consistency of learning expectations and outcomes and health and safety issues.

There will also be a requirement to teach between 25% and 50% of a full teaching timetable.

**Job title:**  Vice-Principal

**Responsible to:** Principal

**Working alongside:** The Board of Governors, School Director, SMT, Heads of Faculty/Subject leaders, Heads of Key stages and Office Manager.

**Job purpose:** To ensure consistency of high standards throughout all the phases of the school.

To deputise for the Principal when he/she is not on the school campus.

**Duties and Responsibilities**:

* To promote whole-school inclusiveness. In this regard, to create and maintain an environment where teachers want to work, students want to learn, parents want to participate and prospective parents want to join.
* To communicate effectively with staff and students across the school.
* To consider the views of parents, staff and students with a view to maintaining the happy and harmonious atmosphere embodied in the ethos of the school.
* To communicate regularly with the Board of Governors, Board Sub-Committee and School Director through the Principal with regular progress reports and documentary evidence where necessary.
* At all times to maintain a united front with Managers and Governors.
* To maintain appropriate and professional confidentiality in all matters relating to Board, SMT and whole-school issues.
* Ensure that all staff and students know, understand and make part of their teaching and learning, the missions and aims of the school.
* To work with the Principal on the development and application of the School Development Plan.
* To continually work to develop and promote the school business in the international school market, in the context of the job role, and where necessary represent the school as an ambassador.
* To oversee that all policies are updated and maintained by the staff responsible.
* Working alongside Heads of sections and middle leaders, ensure that all the school policies are adhered to.
* To ensure that the assessment strategies are consistent across the whole school.
* To monitor the curriculums in the different sections of the school to ensure that they complement each other to form a seamless, single curriculum which can be identified as the Traill curriculum, which will provide students with the best chances of success at all levels.
* Ensure awareness of the latest UK initiatives and frameworks in Primary education.
* To oversee the development and maintenance of the departmental subject syllabus handbook for teachers in conjunction with the Heads of Primary and Secondary and Faculty Heads. A hard copy of this handbook to be kept in a central location and updated at least once a year.
* To promote the highest standards of teaching throughout the whole school.
* To work with the Heads of Primary and Secondary to embed the use of Key Performance Indicators (KPIs) as the main method of tracking at Traill.
* To provide support and training in the use of KPIs where necessary.
* To provide the highest expectations for our provision for the most- and least-able and those students who need additional English support.
* To assist the Head of Whole-School ESL in testing and placing new students.
* To ensure that the written reports which are sent to parents are consistently of the highest quality.
* To oversee that the Head of Primary and Head of Secondary are insisting on the highest quality of online work throughout the school.
* To assist the Principal in screening applicant teachers in accordance with the School’s recruitment policies.
* To act as Lead Evaluator for EDT, and to assist in the updating and compilation of all documents for the SRD and other necessary evidence.
* To teach a minimum of a 25% full teaching timetable in his/her subject specialism.
* Any other duties appropriate to the post as directed by the Principal
* It is also expected that the Vice Principal will contribute to discussions on timetabling, teacher provision and allocation.