



## **Vice Principal of Behaviour and Attendance**

### **JOB DESCRIPTION**

The Vice-Principal of Magna Academy Poole shall carry out the professional duties as described in the School Teachers Pay and Conditions document.

The Vice-Principal is directly accountable to the Associate Principal, for ensuring the educational success of Magna Academy Poole within the overall framework of the Aspirations Academies strategic plan as well as the individual Magna Academy Poole strategic plan.

**Salary:** £69,970-£77,195 (L17-L21)

**Start Date:** April 2024 or Sooner

### **Terms and conditions of employment:**

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

### **Job purpose:**

The Vice-Principal is responsible for ensuring the effective day to day operation of Magna Academy Poole and for supporting the Associate Principal in all aspects of their role as well as to deputise for the Associate Principal when required. The Vice-Principal will be fully supported by the Associate Principal in every aspect of the management and organisation of the academy.

The Vice-Principal should support the Associate Principal to create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in every area of the academy's work.

### **Responsible for:**

- Assistant Associate Principals and Heads of House and other relevant personnel and students within the academy, as designated by the Associate Principal

### **Main aspects of the role**

- Responsibility for whole academy behaviour and attendance
- Ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- Carry forward the Aspirations vision
- Drive the continuous and consistent Trust-wide focus on raising standards and improving student outcomes
- Ensure the Aspirations framework is embodied in every aspect of Magna Academy Poole

- Focus continuously on the development of teaching and learning aiming to ensure that it is of the highest quality and all times
- Precise duties to be negotiated with successful candidate, based on their skills and experience, however expertise in creating a positive culture through managing behaviour effectively is highly desirable

## **Purpose**

- To collaborate as a member of the academy Senior Leadership Team in order to build a shared vision of excellence and high standards for all students
- To prepare and lead the academy towards sustaining an 'Outstanding' Ofsted grade and becoming a truly exceptional academy
- To strengthen the academy's organisational capacity by contributing to its effective day-to-day management. This involves the management of Assistant Associate Principals - Heads of Houses and the maintenance of the duty and support systems
- To develop a safe, secure and healthy environment through line management of Heads of House and the academy as a whole
- Support with the monitoring of the effectiveness of teaching and learning within the academy
- To participate in regular academy self-review and to strive for continuous improvement in all aspects of the academy's work
- To monitor and support the overall progress and development of students as a teacher
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth
- To support and participate in the work of the Aspirations Academies Trust
- Precise duties to be negotiated with successful candidate, based on their skills and experience

## **Operational and Strategic duties**

- Precise duties to be negotiated with the successful candidate
- To supervise and lead staff to ensure the effective operation of the academy
- To line manage Assistant Principals
- To ensure data is used effectively at all levels
- To work with Assistant Principals and Heads of House to ensure the effective deployment of staff and physical resources
- To oversee the implementation of academy policies and procedures
- To work with Assistant Principals to monitor the overall coherence and relevance of the academy's contribution to the needs of students and to the aims, objectives and strategic plans of the academy
- To ensure that the work done in the academy fully reflects the Aspirations distinctive ethos and mission

## **Staff Development Responsibilities:**

- To work with Assistant Principals, Heads of House to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To undertake Performance Management Review(s)

- To participate in the interview process for staff posts when required and to work with senior colleagues to ensure effective induction of new staff in line with academy procedures
- To promote teamwork and to motivate staff to ensure effective working relationships

### **High Standards Maintenance:**

- To ensure the effective operation of review and monitoring systems
- To support with the process of effective target setting within the academy and to work towards their achievement
- To contribute to the academy's procedures for quality assurance
- To work with Heads of House and Academic Directors to monitor and evaluate the work of subject areas, in line with agreed academy procedures including evaluation against quality standards and performance criteria
- To lead and monitor modification and improvement where required

### **Managing Effective Communications:**

- To ensure that all members of staff are familiar with the academy's philosophy, vision, aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students including information on the website
- To liaise with partner schools, higher education, industry and other relevant external bodies
- To lead assemblies

### **Resource Management:**

- To work with the Associate Principal/Assistant Principals to manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the educational provision for students

### **Student Support Duties:**

- To monitor and support the overall progress and development of students within the academy, by liaising with staff
- To contribute to and implement the academy policy on rewards and support
- To ensure the Behaviour Management system is well implemented in the academy so that effective learning can take place
- To monitor student behaviour at all times throughout the academy and to work with duty staff to intervene as necessary
- To act as a Duty Principal in assigned periods
- To maintain a high profile around the academy, challenging low expectations

### **Teaching Duties:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation
- To attend all appropriate meetings
- To plan and prepare courses and lessons
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure a high quality learning experience for students which meets internal and external quality standards - to aim to be an outstanding teacher
- To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures

### **Other Duties**

- Deputising for the Associate Principal
- To continue personal development as agreed at appraisal

### **General:**

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters.

### **Special Conditions of Service**

- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

## Person Specification:

Assessed at application stage (A) Assessed by the Recruitment Process (R)

Criteria	Essential	Desirable
<b>Knowledge and Qualifications</b>		
Degree or equivalent	A	
Qualified Teacher Status	A	
Other middle or senior leadership qualification		A
NPQH		A
<b>Professional Experience</b>		
Senior Leadership Experience in a Good/Outstanding School or Academy	A,R	
Experience at Assistant Principal or equivalent, for at least two years	A	
The capability to immediately step up to the position of Acting Principal if required	A,R	
Evidence of a very strong contribution to raising standards and achievement in your current school	A,R	
A proven track record of successful leadership and delivery of learning	A,R	
Evidence of collaborative and inspirational leadership skills	A,R	
Experience in the development and management of whole academy behaviour and attendance strategies	A,R	
Experience in the analysis of performance data for the purposes of a target setting and evaluation	A,R	
Experience of monitoring and improving the quality of teaching and learning	A,R	
Experience in the development and management of whole academy character and education, with proven impact	A,R	
Proven experience developing good working relationships with all stakeholders	A,R	
Experience of pastoral development and implementation of successful intervention strategies	A,R	
Experience of effective behaviour management and commitment to ensuring that student behaviour is outstanding.	A,R	
<b>Personal Aptitudes, Qualities and Skills</b>		

Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements		R
Have a thorough understanding of behaviour and attendance development work	R	
Proven ability to plan strategically to deliver an Academys vision, ethos, priorities and targets	A,R	
The ability to lead, influence and manage change	A,R	
High expectations and standards in relation to attitude, uniform, behaviour, respect, productivity, attainment and achievement.	A,R	
A high profile role model with strong visible presence and a professional approach that demands excellence and earns the respect of the entire academy and wider community.	A,R	
Proven ability to create, build and retain effective staffing structures		A,R
Sufficient numeracy skills to interpret statistical data, and manage budgets	R	
Excellent organisational skills	A,R	
Well-developed interpersonal and communication skills	A,R	
To be proactive, innovative and versatile with a high level of drive, enthusiasm, resilience, reliability, integrity, and a sense of humour	A,R	
<b>Raising Aspirations</b>		
An understanding and drive to ensure that the Aspirations Academy continually strives to improve results and to work to ensure that each and every child achieves their potential	R	
The ability to engender in each student self-worth, engagement in learning and a sense of purpose	R	
The ability to embed the three guiding Principals and 8 Conditions that make a difference into the culture of the Academy	R	
<b>Leading Learning and Teaching</b>		
Evidence of being an outstanding classroom practitioner	A,R	
The ability to monitor and develop staff, evaluate performance, celebrate excellence and challenge poor performance.	A,R	
Evidence of an understanding and desire to develop high levels of student engagement	R	

Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance.	A,R	
<b>Knowledge</b>		
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	



