

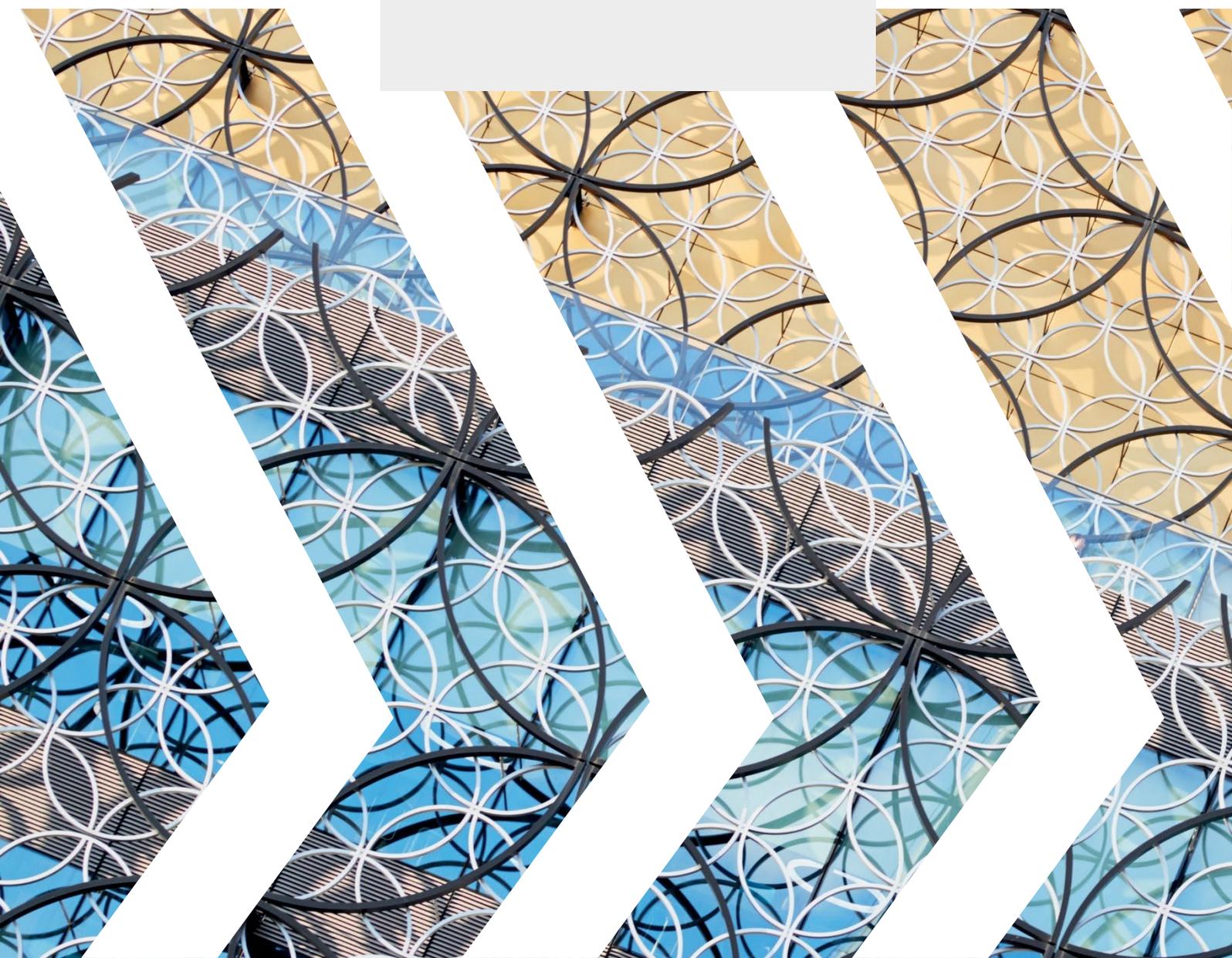


**FAIRFAX**  
MULTI-ACADEMY TRUST



**Vice Principal**

**JOB DESCRIPTION**



## JOB DESCRIPTION

### VICE PRINCIPAL

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**POST HOLDER****DEPARTMENT****RESPONSIBLE TO** | Principal**LINE MANAGEMENT OF** | Assistant Principals and other relevant leaders**SALARY** | Leadership Scale L20 – L24

## JOB PURPOSE

### What we are looking for in a candidate

This role is not for a yes- person. We are seeking a Vice Principal who is ambitious, reflective and relentlessly committed to improvement- someone who wants to grow, develop and give this absolute best every day to ensure Fairfax continues to move forward. The right candidates will be driven by the pursuit of 1% gains, willing to sweat the small stuff because they understand it makes the biggest difference. They will hold themselves, colleagues and students to the highest standard, challenging with integrity, supporting with purpose and never settling for good enough.

As a senior leader at Fairfax Multi Academy Trust you will provide professional leadership and support the Principal of Academy in the management of the academy in line with our ethos, values and vision. You will assist the Principal of Academy in securing excellent outcomes for all our students regardless of their background so that they can excel in modern Britain. You will embed the trust's ethos, values and vision through inspiring and dedicated leadership leading by example at all times.

This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Principal of Academy, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Play a major role under the direction of the Principal of Academy in formulating the aims and objectives of the academy, establishing policies through which they should be achieved

- Undertake the professional duties of a Vice Principal of Academy reasonably delegated to you by the Principal of Academy
- Support the Principal of Academy in:
  - Ensuring the vision and values of Fairfax Multi-Academy Trust and our Academy are clearly articulated, shared, understood and acted upon by all
  - Demonstrating the vision and values in everyday work and practice
  - Motivating and working with others to create a shared culture and positive climate
  - Building a professional learning community which enables others to achieve
- Work in partnership with FMAT and academy associates to embed the trust's ethos, values and vision
- Support the Principal of Academy in maintaining high standards of student behaviour, monitoring the personal development and wellbeing of students
- Undertake the professional duties of the Principal of Academy in their absence
- Develop and implement policies and practices which reflects the academy's commitment to high achievement
- Provide professional leadership and management of development plan priorities for the academy
- Be a member of the Leadership Team and attend relevant meetings as well as academy functions
- Work alongside the Principal of Academy to prepare for Ofsted and other external reviews and monitoring
- Play an active role in the academy's self-evaluation process and lead a team through this process
- Seek ways to improve organisational structures and functions based on rigorous self-evaluation
- Assist the Principal of Academy in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of the academy's provision, consistent with the academy's self-evaluation policy
- Keep up to date with educational publications and share this information in the appropriate forum
- Ensure all staff adhere to academy policy and maintain high professional standards
- Brief Assistant Principals of Academy to ensure they are up to date with key information
- Assist the Principal of Academy in leading and managing the academy
- Undertake such duties as are delegated by the Principal of Academy
- Be committed to your own professional development

## **STAFF MANAGEMENT RESPONSIBILITIES**

- Manage staff and resources to achieve the aims and objectives of the academy and monitor progress towards their achievement
- Be responsible for the line management and performance management of colleagues as directed by the Principal and agree targets linked to the development plan priorities for the academy with the Principal of Academy
- Implement and sustain effective systems for the management of staff performance, challenging and addressing underperformance robustly whilst providing for the continuous professional development of all staff
- Participate in the recruitment and development of teaching and non-teaching staff ensuring the best quality candidates are recruited to positions within the academy
- Contribute to good leadership and management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements of performance appraisals for teaching staff
- Provide professional advice and support and identify training needs

## **GENERAL**

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Principal of Academy may from time to time determine

## **CLASS TEACHER RESPONSIBILITIES**

- Undertake the normal responsibilities of a teacher
- Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
- Undertake whole academy duties as may be reasonably determined by the Principal
- Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders
- Carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
- Develop students' literacy and numeracy skills within a specialist subject area
- Ensure **ALL** learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary
- Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment
- Set an exemplary role model in terms of dress, punctuality and attendance
- Attend and participate in parent and open evenings as required
- Uphold the Academy's Behaviour for Learning Policy and Uniform Code
- Participate in staff training, INSET and Professional development opportunities
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
- Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
- Provide cover for staff in line with the 'Rarely Cover Agreement'
- Make a particular contribution to building team commitment, in particular:
  - Provide a role model for professional practice in the school
  - Make a distinctive contribution compared with other less experienced teachers
- Contribute effectively to the wider team

I have read and accept this job description

**Signature:**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**