



Job Description

General Information

Job Title: Vice Principal

JD Code: JDL02

Line Management:

The post holder will be accountable to the Principal for all initiatives related to this post.

Job Purpose/Summary:

The Vice Principal, under the direction of the Principal, will take a major role in formulating the aims and objectives of the school, establishing policies for achieving these aims and objectives, managing staff and resources to that end, monitoring progress towards the achievement of the school's aims and objectives, and taking responsibility for designated projects. The Vice Principal will deputise for the Principal as required.

As Vice Principal, the post-holder will be responsible for;

- Whole school initiatives to be agreed, depending on the strengths of the post holder.

As a member of the Senior Leadership Team;

Strategic Direction and Development

- Support and communicate the shared vision and strategic direction so that it is shared and understood, defined and implemented by all stakeholders.
- Support the School Development Plan and reviews and contribute to the cycle of continuous school improvement.
- Lead by example and provide inspiration and motivation to the whole school community. Articulate the school ethos, which promotes high levels of progress and attainment within an inclusive, caring and safe environment.
- Play a key role in raising attainment and aspiration, ensuring the school achieves its performance targets and the best outcomes for its pupils.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Be aware of the changing educational environment and take account of national and local data, and the OFSTED inspection framework, and how other institutions are affecting change and transformation.

Raising Aspiration, Achievement and Attainment

- Use national, local and school data effectively to analyse and evaluate pupil progress; plan and implement effective interventions to support pupils.



Monitor and evaluate the subject and pupil progress targets to make a measurable contribution to whole school targets.

- Ensure we close any gaps between different groups of pupils.
- Support and develop a culture of engagement across the school.
- Address, and support others to address, the needs and aspirations of all pupils by personalised learning and mentoring.
- Support and promote a culture of continuous improvement, using interpretation of data, and effective planning and provision so all pupils can achieve.
- Effectively support systems for monitoring the quality of learning and teaching.
- Support the effective systems of communicating with pupils, parents, staff and governors.

Safeguarding and promoting the welfare of the child

- In collaboration with other leaders, ensure the school maintains a culture of safeguarding and promoting the welfare of children.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.

Leading Learning and Teaching

- Support the Principal to implement the curriculum policy, promoting a learning experience that meets the needs of the pupils.
- Monitor and review effective teaching and learning with a culture of high standards and aspirations.
- Ensure that opportunities are available that support every pupil to develop and build self-esteem.
- Promote and encourage creativity and innovation in pedagogy, engaging all staff in the creation, consistent implementation and improvement of the curriculum, to meet key school objectives.
- Provide an example of 'excellence' as a classroom practitioner and inspiring and motivating other staff.
- Have the personal pedagogical understanding which inspires learners to achieve well, relative to their prior attainment and to make progress as good as, or better than, similar learners nationally.

Develop Self and Others

- To lead, motivate, challenge and develop all staff to ensure that the school can maximise potential.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.



- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support a collaborative culture which positively embraces change and progression through effective teamwork and empowerment.
- Be committed to your own professional development, regularly attending any relevant training and development activities both within and outside school.

Managing the Organisation

- Support the maintenance of effective systems for safeguarding all pupils in school and working with external agencies as required.
- Lead by example, be personally visible and committed, whilst adopting a strong flexible leadership style.
- Communicate openly with the Principal, with requested reports and updates on a regular basis.
- Ensure pupils, including targeted groups, are continually making progress and achieving across the school.
- Publicly support all decisions of the Principal and Governing Body.
- In consultation with, and by the direction of the Principal, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.
- Work with the Principal to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Principal to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Deputise for the Principal as and when required.

Securing Accountability

- Work with the Principal to ensure the school's accountability to a wide range of groups, particularly parents, carers, Governors, Trustees and the DfE; ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community.
- Line manage a group of staff, undertaking their appraisal.
- Support and implement the engagement of all stakeholders including parents and the community.
- Carry out other management responsibilities or tasks allocated.

Strengthen the Community

- Actively support and promote cohesion in the wider community, promoting a range of provision within and outside school, designed to break down social economic and cultural barriers.



- Maintain and promote positive behaviour and anti-bullying within school and the community.
- Support the wellbeing of pupils ensuring safety both in and outside of school.
- Work with the Principal to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Liaise effectively with all stakeholders, including parents, pupils, feeder schools, partner schools, the Wade Deacon Trust schools, business and community partners, and the wider community, as appropriate to designated strategic responsibilities.
- Share knowledge and expertise with other schools in the Wade Deacon Trust to support and improve pupil achievement, promote innovative initiatives and contribute to the wider development of the Trust, as appropriate to designated strategic responsibilities.
- Promote the values and achievements of the school to the community.

Teaching

- Carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers.

Other duties

- Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Vice Principal's work programme will be negotiated and agreed at the beginning of the performance management cycle. You will undertake such reasonable activities as the Principal and Governors may, from time to time require.

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community, always upholding a 'Commitment to Excellence', and by dressing appropriately and smartly in professional attire.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and



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tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	• Graduate with Qualified Teacher Status • Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements. • Comprehensive knowledge of performance management requirements in an educational context. • Willingness to complete professional development linked to role.	• Post qualification study relevant to post
B. Knowledge and Experience	• Experience of whole school leadership through subject leadership or phase leadership. • An excellent classroom practitioner with the highest expectations for the welfare and progress of all students. • Have a thorough understanding of curriculum development. • Proven experience of developing excellent working relationships with all stakeholders. • Proven experience in the analysis of performance data for the purposes of target setting and evaluation. • Have experience of strategic planning. • Have a proven commitment to excellent and respectful behaviour from the whole academy community.	• Experience of working collaboratively across schools, supporting the development of practitioners. • Understanding of school finances and financial management • Experience of monitoring and improving the quality of teaching and learning
C. Skills and abilities	• Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements. • Proven ability to lead and manage whole school initiatives. • Excellent management, motivational and communication skills.	



	• Lead, manage and co-ordinate staff through an effective team-based approach. • Ability to monitor and evaluate the work of others; to offer support and intervention where necessary.	
D. Personal qualities	• Commitment to raising standards and achieving the highest standards of achievement for young people. • Ability to work on own initiative and be proactive. • Able to self-evaluate in order to manage change. • Work in ways that promote equality of opportunity, participation, diversity, and responsibility. • A commitment to abide by and promote the school and Trust's Equal Opportunities, Health and Safety and Child Protection Policies. • Commitment to uphold the seven principles of public life (Nolan Principles).	
E. Approach to work	• Committed to safeguarding the welfare of young people. • Ability to plan own work and work on own initiative. • Ability to prioritise work to achieve deadlines.	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to pre-employment checks including an enhanced DBS disclosure.