

Job Description Whitley Academy



Job Title:	Assistant Vice Principal	Grade:	Leadership 11-15
Line Manager:	Principal	Location:	Whitley Academy

The specific requirements of the job description will be determined on appointment. The existing strengths of the Leadership Group members mean that the person appointed is more important than any specific responsibilities or tasks he or she may have in their existing post.

Duties and Responsibilities:

General

- To undertake duties specified in the absence of the Principal
- To undertake the leadership of key tasks as may be required by the Principal
- To serve as a member of the Senior Leadership Group and assist with the implementation, monitoring and evaluation of the school strategic plan and policies
- To assist with the setting, monitoring, evaluation and professional standards in the work of both teaching and non-teaching staff
- To guide and advise staff in their professional development, including participating in and contributing to training days and the professional review meetings scheduled in the calendar
- To analyse and evaluate student progress data accurately and concisely, identify intervention needs, and to design and implement action plans which are regularly evaluated
- To undertake an appropriate teaching timetable
- To support the delivery of whole school assemblies
- To contribute to the maintenance of an effective learning environment by supporting colleagues in implementing the school's policies on behaviour management and rewards
- To promote the health, safety and welfare of all students
- To promote effective links with parents, governors, the local community, local schools and local industry
- To attend and contribute to the Full Governing Body meetings and agreed sub-committees
- To set high standards by personal example

Curriculum and Pastoral

- To contribute to the monitoring and evaluation of the development and implementation of the agreed curriculum within the school; to support the Senior Leadership Group in aspects of school development and advise the governors fully on all related issues
- To promote the importance of the arts, commerce and manufacture and to support opportunities for creative learning as a leader in an RSA academy
- To promote and support Opening Minds, competency based learning, and enrichment opportunities
- To oversee, line manage and support the work of middle leaders within the school; to advise on general matters of organisation, administration, resourcing and practice
- To keep abreast of changes in curriculum and assessment at all levels and to contribute ideas as to how these changes can best be implemented.
- As required by the Principal, to lead a pastoral team, and monitor and evaluate the progress and outcomes (academic and behavioural) of a year group of students
- Any other duties as requested by the Principal appropriate to this level

Specific responsibilities – to be negotiated on appointment

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy. Duties, which include the processing of any personal data, must be undertaken within the corporate data protection guidelines.

Date Reviewed: January 2019