

JOB DESCRIPTION AND PERSON SPECIFICATION

Post title	Vice Principal, MEA Central
Purpose	<p>To support the Principal in the leadership and strategic direction of MEA Central by: ensuring the provision of high quality teaching and learning, high standards and high expectations of students, staff and the community; delivering and commissioning innovative practice; establishing collaborative links with other academies, schools and the wider education community.</p> <p>To take full responsibility for MEA Central in the absence of the Head of School.</p> <p>To take full responsibility for leading and managing significant aspects of MEA Central under the overall direction of the Head of School.</p>
Reporting to	Principal;, MEA Central
Contract type	<p>Permanent, Full Time, Trust Contract</p> <p>Salary commensurate with the role and dependent upon experience (L21 to L25).</p>

**Please note: this job description is subject to the general conditions of service as set out in the current
School Teachers' Pay and Conditions Document**

Main duties and responsibilities:

- Assist the Principal in the leadership, strategic and operational management of the School, develop, and support the strategic direction, vision, values and priorities of MEA Central
- Take full responsibility of operational and strategic management of the MEA Central in the absence of the Principal;
- Contribute to the identification of key areas of strengths and weaknesses and the self-evaluation of MEA Central;
- Assist the Principal in implementing rigorous and sustainable policies and strategies in order to transform the outcome for students;
- Implement and monitor action plans and other policy developments;
- Introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment;
- Ensure that strategic planning takes account of the diversity, values and experience of MEA Central and its wider community including other academies in the Trust;
- Motivate and work with all stakeholders to create a shared culture and positive climate;
- Work positively with the community to ensure the best possible outcomes for students;
- Assist the Principal in developing the reputation of MEA Central, locally, regionally and nationally;
- Contribute to the development of the Trust's policies and procedures.

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Key Accountabilities

Delivering High Quality Educational Outcomes for All:

- Ensure that the curriculum is both fit for purpose and provides an opportunity for students to make progress irrespective of their starting points;
- Ensure every individual student has access to high quality teaching and rich, rewarding learning experiences within and outside of the classroom, regardless of their race, religion, sexual orientation, gender, disability, economic background or special educational needs;
- Set high expectations and stretching targets for the whole school community;
- Ensure high quality teaching is at the heart of strategic planning and resource management;
- Establish creative, responsive and highly effective approaches to teaching and learning grounded in an analytical understanding of individual learning needs and research driven intervention;
- Ensure a continuous and consistent focus on students' achievement, using data and benchmarks to monitor progress;
- Ensure evidence-based improvement plans and policies to promote continuous school improvement;
- Monitor, evaluate and review school practice and promote effective improvement strategies;
- Implement strategies which secure high standards of behaviour and attendance;
- Motivate others to create a shared learning culture and positive climate through highly effective Professional Development and Leadership Succession Strategies;
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded;
- Assist the Principal in challenging under-performance at all levels and ensure effective corrective action, support and review;
- Promote and maintain a culture of high expectations for self and others.

Creating the capacity for effective School Improvement

- Model the values and vision of MEA Central and Altius Trust translating these into agreed objectives and operational plans;
- Share responsibility for the analysis of key School performance data to ensure improvement in standards is promoted;
- Collaborate with other agencies to ensure student and community needs are met establishing appropriate frameworks to promote extended services and work with other partners and delivering a range of community-based learning experiences;
- Effectively promote community cohesion across MEA Central and actively implement positive strategies for challenging any prejudice;
- Regularly review own practice, set personal targets and take responsibility for own development;

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- Develop an ethos which enables everyone to work collaboratively across MEA Central and the wider Altius Trust.

Implementing efficient organisational systems and processes

- Ensure a safe and well-ordered learning environment so that all students are effectively safeguarded and engage proactively with their learning opportunities;
- Ensure that all activities are conducted in accordance with legal requirements and regulations and that all policies and procedures are consistent with legal requirements, best practice and recognised codes or probity;
- Assist the Principal in effectively and strategically managing the financial sustainability of MEA Central's budgets and resources;
- Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development and performance management in line with the Trust's visions and goals;
- Work with the Principal, the Altius Trust Board and the Governing Body to enable it to meet its statutory responsibilities;
- Assist the Principal in ensuring the effective planning, allocation, support and evaluation of work of teams and individuals, allowing successful distributed leadership to grow throughout the school.

Conditions of Employment:

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are subject to any local agreements and Trust guidance on interpreting conditions of service.

Review and Amendment:

This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document, it may be amended at the request of the Altius Trust or the CEO of the Altius Trust but only after full consultation between them. It will be signed if agreement is reached.

Person Specification

Experience

- Minimum of 2 years senior management experience at deputy or assistant head teacher level, preferably in an urban environment.
- Able to demonstrate successful teaching experience with evidence of exemplary practice.

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- Evidence of successful management through monitoring and evaluation strategies to raise the standards of the quality of teaching and learning, student outcomes, quality of provision and efficiency.
- Experience of identifying and developing high quality staff.
- Experience of school development planning.
- Experience of developing and leading curriculum initiatives using the latest technologies to support learning.
- Successful management, as part of the senior leadership team, of school self-evaluation and/or the Ofsted process.
- Experience of developing, leading or supporting pastoral initiatives that have significantly improved student behaviour for learning and attitude to learning.
- Evidence of an excellent track record as an effective innovator of education.
- In-depth knowledge and understanding of national education priorities/developments.

Skills

- Ability to understand, analyse and make effective use of a wide range of data.
- Knowledge of models of quality learning and teaching; highly effective behaviour and attendance management; and strategies for ensuring inclusion, diversity and access.
- Ability to enthuse and engender a desire for learning in children and adults.
- Well developed interpersonal and communication skills (including written, oral and presentation skills).
- Ability to manage change; leading innovations and meeting challenges successfully.
- Ability to translate vision into practice.

Leadership Skills

- The ability to develop and maintain a clear vision for MEA Central, skilfully articulating the vision to diverse audiences.
- To be able to plan, prioritise, implement and evaluate organisational strategies, making best use of available resources.
- Well-developed leadership skills and the ability to enthuse, inspire and motivate others.
- The ability to lead by example with integrity, creativity, clarity and resilience, demonstrating a strong moral purpose.
- Demonstrate effective decision-making skills to be able to initiate, implement and monitor policies and practices.
- Strong analytical and problem-solving skills.

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- Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies to achieve excellence.
- Capable of setting and achieving ambitious goals for students and staff.
- Experience of leading CPD including staff meetings on a weekly basis when appropriate and providing support to colleagues who are required to organise staff meetings.
- Ability and skills to mentor, challenge, influence and motivate others to attain high goals.
- Ability to build relationships with the governing body and parents.
- Building and sustaining a learning community including strategies to promote individual, team and organisational development.
- Experience of overseeing the delivery and development of the school curriculum.
- Experience of observing and feeding back to staff on teaching and learning in order to ensure continuous improvement of the teaching and learning across the MEA Central.
- Ensure health and safety of self and others.

Knowledge & Understanding

- Knowledge of national educational standards and expectations.
- Knowledge of the legal framework and requirements for education and of educational policy and the process of policy making.
- Knowledge of governance at national, local and school level.
- Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights, employment and health and safety legislation.
- Up to date knowledge & understanding of the current national education agenda.
- Understanding of the contribution of MEA Central to the community.
- Understanding of how to evaluate and review the cost effectiveness of a major spending decision in terms of educational standards and the quality of education.
- Understanding of the management requirements of a Free School.

Decision-making Skills

- Ability to investigate, resolve problems and make decisions.
- Ability to make effective and strategic judgements under pressure and scrutiny.
- Collect and weigh evidence, make judgements and take decisions in line with good educational practice.
- Ability to think creatively and imaginatively to solve problems and identify opportunities.

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Communication Skills

- Ability to communicate clearly and take into account, where appropriate, the views of others.
- Effectively communicate orally and in writing to a wide range of audiences.
- Showing discretion and professionalism in dealing with students, their families, staff and other important stakeholders to the Trust.
- Having a human approach to difficulties – demonstrating excellent emotional intelligence.
- Negotiation and consultation skills with the ability to communicate assertively when required.

Self-Management Skills

- Ability to plan time and organise work effectively. This will include an ability to:
 - Prioritise and manage time effectively.
 - Work under pressure and meet deadlines punctually.
 - Be self-motivating and set personal goals which are focussed on key business outcomes.
 - Recognise that a work/life balance is important and take steps to manage workload to ensure a healthy and happy life outside of work.

Personal Attributes

- Energy, tenacity and the ability to work under pressure in challenging circumstances.
- Enthusiasm.
- Adaptability to changing circumstances & ideas.
- A sense of humour and willingness to resolve difficulties by working with people face to face not solely through electronic communication.
- Reliability and integrity.

Education and Qualifications

- Degree or equivalent
- Qualified teacher status
- Recent and relevant management development

The Altius Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment