

<b>Post Title</b>	<b>Vice Principal</b>
<b>Reporting to</b>	Principal
<b>Responsibility Level</b>	L18-L22
<b>Job Purpose</b>	<p>Under the direction of the Principal, will take a major role in:</p> <ul style="list-style-type: none"> <li>• Formulating the aims and objectives of the Academy</li> <li>• Establishing policies for achieving these aims and objectives</li> <li>• Managing staff and resources to that end</li> <li>• Monitoring progress towards the achievement of the Academies aims and objectives</li> </ul> <p>If the Principal is absent, the Vice Principal will deputise, as directed by the governing board.</p>
<b>Duties &amp; Responsibilities</b>	<p><b>Qualities &amp; Knowledge</b> Under the direction of the Principal:</p> <ul style="list-style-type: none"> <li>• Lead with the day to day management of the Academy</li> <li>• Communicate the Academies vision compellingly and support strategic leadership</li> <li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li> <li>• Build positive relationships with all members of the Academy community, showing positive attitudes to them</li> <li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally</li> <li>• Work with political and financial astuteness, translating policy into the school's context</li> <li>• Seek training and continuing professional development to meet own needs</li> <li>• Any other duties as directed by the Principal</li> </ul> <p><b>Pupils &amp; Staff</b> Under the direction of the Principal:</p> <ul style="list-style-type: none"> <li>• Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes</li> <li>• Ensure excellent teaching in the school, including through training and development for staff</li> <li>• Establish a culture of 'open classrooms' as a basis for sharing practice</li> <li>• Create an ethos within which all staff are motivated and supported to develop their skills and knowledge</li> <li>• Identify emerging talents, coaching current and aspiring leaders</li> <li>• Hold all staff to account for their professional conduct and practice</li> <li>• Any other duties as directed by the Principal</li> </ul> <p><b>Systems &amp; Processes</b> Under the direction of the Principal:</p> <ul style="list-style-type: none"> <li>• Ensure that the Academies systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour</li> <li>• Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice</li> <li>• Work with the governing board as appropriate</li> <li>• Support strategic, curriculum led financial planning to ensure effective use of budgets</li> </ul>

	<p>and resources</p> <ul style="list-style-type: none"> <li>• Support distribution of leadership throughout the Academy</li> <li>• Any other duties as directed by the Principal</li> </ul> <p><b>The Self-Improving Academy System</b></p> <p>Under the direction of the Principal:</p> <ul style="list-style-type: none"> <li>• Create an outward-facing Academy which works with other schools and organisations to secure excellent outcomes for all pupils</li> <li>• Develop effective relationships with fellow professionals</li> <li>• Model entrepreneurial and innovative approaches to Academy improvement and leadership</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education</li> <li>• Any other duties as directed by the Principal</li> </ul> <p><b>Other Areas of Responsibility</b></p> <p>The Vice Principal will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct</p> <p>Please note that this is illustrative of the generic nature and level of responsibility of the role. It is not a comprehensive list of tasks that the Vice Principal will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal.</p>
<b>Qualifications and Key Skills</b>	Qualified Teacher Status or other appropriate qualifications or experience.