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| **Post Title and Grade**  | Vice Principal - L14 - L17 |
| **Reporting to** | Deputy Principal  |
| **Liaising with** | Principal, Deputy Principal, Vice Principals, Governing Body, Teaching Staff, Associate Staff |
| **Specific areas of responsibility and key tasks** |
| **\*Exact Roles and Responsibilities to be negotiated by all potential candidates*** To work alongside Directors of Learning, Subject Leaders and the Senior Leadership Team to improve the quality of teaching across the school
* To develop the use of coaching/mentoring opportunities in order to improve teaching practice across the school
* To engage in professional dialogue with colleagues which emphasises a focus on Teacher Development and highlights areas for improvement, resulting in a positive impact on student outcomes
* To use research to inform strategy and create opportunities for practice to be shared
* To monitor the quality of Teaching and Learning and use this information to inform the whole school Self Evaluation form and School Improvement Plan
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| **General Leadership Responsibilities** |
| * To assist the Principal in all aspects of the day-to-day administration and organisation of the school.
* To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest possible standards of Teaching, Learning and student behaviour.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To play a significant role in formulating the School Improvement Plan (SIP) and the Self Evaluation Form (SEF) along with the Principal, Governors and other senior staff.
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| * To work with the Director of Logistics in order to ensure that internal data informs strategy and intervention, where required
* To ensure the Behaviour Management Policy is implemented so that effective learning can take place
* To participate in and lead CPD
* To provide support and guidance to school leaders and other staff
* To take a leading role in improving the involvement of parents, carers and the community in the life of the school
* To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example
* To continue personal development as agreed
* To engage actively in the performance review process
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| **Safeguarding** |
| * To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
* To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
* To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
* To consider at all times what is in the best interests of the child
* To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* To take action to enable all children to have the best outcomes
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| **Teaching** |
| To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher |
| I confirm that I have read and I understand my new job description.This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.**…………………………… ……………………****Post holder Date****……………………………. …………………..** **Line Manager Date****Position ……………………** |