



JOB DESCRIPTION

Post Title:	Vice Principal - Curriculum
Salary & Conditions:	L21-L25, full time, permanent
Reporting to:	Principal

THE ROLE

Under the leadership of the Principal, the Vice Principal – Curriculum will be responsible for the strategic oversight of curriculum, pedagogy and academic outcomes. The role will also include the line management of Assistant Principals, Middle Leaders and designated members of the Associate staff, as determined by the Principal.

The Vice Principal will work closely with the Principal and Leadership Team to shape the strategic direction of the college, with particular emphasis on curriculum design, assessment and outcomes, pedagogy and professional development. This role will be instrumental in fostering a culture of continuous improvement, where staff are empowered to develop their practice and students are challenged to reach their full potential. The Vice Principal reports directly to the Principal and deputises for him/her as required.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children.

This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

KEY RESPONSIBILITIES

As Vice Principal – Curriculum will:

- Establish with the Principal, an ethos and culture of high expectations, that drives academic excellence, improves student achievement and ensures that systems are in place to secure high standards across all areas of college life.
- Strategically lead on the curriculum, ensuring an appropriately broad, balanced, relevant and differentiated curriculum for students.
- Provide professional leadership and management of academic policies and practices across the college.
- Work with others and be responsible to the Principal for evaluating the college's performance, including identifying priorities for continuous improvement and the raising of standards ensuring equality of opportunity for all.



- Keep abreast of research and developments pertaining to the areas of responsibility and use this to inform changes and developments in whole college practices.
- Report to the Principal and Governing Body, demonstrating that the curriculum and quality of education are impacting on whole college improvement.
- Demonstrate the college's vision and values in everyday work and practice.
- Oversee the effective implementation and periodic review of policies and procedures.
- Organise staff training in areas of responsibility as appropriate.
- Strategic oversight of the college timetable.
- Ensure a relentless focus on progress at all key stages by leading the strategic use of data at all levels of the college.
- Hold overall accountability for ensuring the accuracy and integrity of assessment processes.
- Triangulate the analysis of quality of education based on different quality assurance processes to formulate detailed specific strengths and areas for development that have time specific actions for improvement.
- Strategically oversee the college examination season (both internal and external).

Day to Day Management of the College:

- In conjunction with the rest of the Leadership Team, seek to build a successful college through effective collaboration.
- Oversee the day-to-day management and organisation of the college with regards to daily routine, parental engagement and communication.
- Provide effective organisation and management of the college and, where required, work with the Principal to seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation.
- In conjunction with the Principal, recruit, retain and deploy staff appropriately.
- Work with others and be responsible to the Principal for evaluating the college's performance, including working with Middle Leader in identifying priorities for continuous improvement and raising of standards, ensuring equality for all.
- Provide strategic oversight of the college's budget and funding streams in collaboration with the Principal.
- Be accountable to the Principal and the Governing Body for providing senior leadership and direction to the college and ensuring that the college is managed and organised to meet its aims and targets.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.



Securing Accountability:

- Ensure that the college is constantly 'Ofsted-ready' through contributions to the College Strategic Plan, the collation of appropriate evidence, and analysis of the performance of students and staff.
- Provide information, including relevant reports, objective advice and support to the Governing Body, to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement, and for achieving high efficiency and value for money.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Use a range of evidence including national data and college performance data to support, monitor, evaluate and improve aspects of college life, including challenging poor performance.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice, set personal targets with the Principal and take responsibility for own professional development.

Strengthening Community:

- To build a collaborative learning culture within the college and actively engage with other schools to build effective learning communities.
- Ensure that students have opportunities for a range of learning experiences linked with the wider Community.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students and the wider community.

Leadership and Management:

- Work with the Principal and Governors to ensure the college meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Contribute to and lead on specific areas of the College Strategic Plan.
- Be a highly visible leader, take the initiative, demonstrate a growth mindset and adopt a rigorous approach to all aspects of the work of the Leadership Team.
- Actively promote equality of opportunity by working as part of the Leadership Team in ensuring the college's curriculum provides the best possible education for all its students, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.
- Participate in recruitment and selection, as agreed with the Principal.
- Attend meetings and lead such meetings as required.
- Attend college events as directed by the Principal.
- Prepare and present reports, as required by the Principal, to governors, parents and other relevant outside agencies.
- Deputise for the Principal, as required.



General responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people.
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, with and outside college.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy.
- To always respect confidentiality.
- To be familiar with the college's policies, procedures and working practices and adhere to the appropriately.
- To undertake any training and development commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in the discussion with line manager.

Minsthorpe Community College is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.



PERSONAL SPECIFICATION

Qualifications

Qualified Teacher Status.

Senior Leadership Experience

Skills, Knowledge and Experience

Have a proven track record of leading on a range of aspects of school improvement (particularly in the areas of curriculum, assessment and outcomes, pedagogy and professional development.)

Ability to develop specialist knowledge and keep up to date with local and national policy developments.

Demonstrable success in raising standards and meeting challenging targets.

Ability to interpret and implement new legislation, policies and directives.

Ability to analyse information from a wide variety of sources and solve complex problems.

Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.

Ability to provide clear educational vision and direction.

Ability to work in partnership with senior leaders and governors.

Ability to analyse and use student data on attainment and progress to raise standards.

Knowledge and understanding of the Ofsted statutory inspection framework.

Experience of leading, coaching and motivating staff within a performance management framework, supporting their development and effectively challenging and managing any underperformance.

Ability to recognise and be sensitive to the needs of all stakeholders, demonstrating empathy and emotional intelligence.

Evidence of successfully operating at both strategic and operational levels.

Ability to develop and maintain positive relationships with other senior leaders, teachers, associate staff, students and parents.

An excellent classroom practitioner and leader of pedagogy.

Experience of presenting high quality, strategic information to governors and supporting their role as a 'critical friend'.

Understanding of what excellence looks like within educational leadership, management, teaching and learning.

Knowledge of equality of opportunity issues and how they can be addressed in schools.



Evidence of relevant continuing and recent professional development.

A proven track record of delivering change and sustained improvement.

Experience of impactful leadership as part of a school leadership team.

Understand the role of parents and the community in school improvement and how this can be promoted and developed.

Ability to work under pressure, to prioritise appropriately and to meet deadlines.

Knowledge and understanding of statutory requirements, relevant legislation and government strategies.

Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people and demonstrate an understanding of safeguarding issues and the ability to follow procedures.

Leadership qualities, including energy, resilience and the ability to enthuse and motivate others.

Personal Attributes

Deep alignment with the vision and ethos of Minsthorpe Community College.

A strong belief in the importance of clear systems and consistency.

A visible, energetic and principled leader.

Relentless ambition for all staff and students.

The ability to lead confidently and with conviction, to put students first and to accept no excuses.

A good sense of humour.

An appetite for hard work.

The ability to work to tight deadlines and managing competing priorities.

Strong organisational skills.

Excellent attention to detail.

Sound judgment.

Other Requirements

Ability to maintain discretion when privy to confidential information.

Commitment to safeguarding and promoting the welfare of children and young people.

Willingness to undergo appropriate checks, including enhanced DBS checks.

Commitment to equality, diversity & inclusion.