

# Job Description

## Assistant Vice Principal – Aspiration and Attitudes to Learning

<b>Location</b>	St Marks Academy
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Full Time
<b>Pay range</b>	L10 - 14
<b>Reporting to</b>	Principal
<b>Responsible for</b>	Aspiration and Attitudes to Learning

### Overall Purpose

- To fulfil the professional responsibilities of an Assistant Vice Principal, as set out in the School Teachers' Pay and Conditions Document
- The Assistant Vice Principal will support the Principal and Leadership Team with:
- Providing professional leadership and management of the school
- Leading strategic development of the school
- Implementing strategies for school improvement
- Sharing in collaborative strategic planning for the academy as part of the SLT
- Sharing in the collective responsibility for establishing a happy, orderly and purposeful Academy community underpinned by Christian values and ethos at the academy as part of the SLT
- Sharing in collective responsibility to improve the Quality of Education as part of the SLT

### Key areas of Accountability

- Establish plans and monitor the quality assurance procedures for key aspects of the Academy's work relating to aspiration and attitudes to learning for groups of pupils
- Strategic line management of Progress Leaders (Heads of Year)
- Review the effectiveness of behaviour systems and implement changes where improvements are identified to impact students' attitudes to learning
- Strategically lead a transformational enrichment offer that develops students' cultural capital and instils a love of learning and positive attitudes towards the curriculum
- Strategically embed, monitor and evaluate homework
- Work with key stakeholders to ensure students' attitudes to learning transform their ability to transition between key stages and support holistic development

- Play a role in the Academy's arrangements for safeguarding students

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## Main duties and responsibilities

### Leading Attitudes to Learning

Under the direction of the headteacher or the deputy headteacher, the assistant headteacher will:

- Ensure a consistent and continuous school-wide focus on students' attitudes to learning, using engagement, behavior and progress data to monitor every student's learning
- Play the leading role in embedding exceptional attitudes for learning by ensuring a clear link between pastoral support and academic outcomes
- Ensure a culture and ethos of challenge and support where all students achieve success and become engaged in their learning
- Lead CPD for staff to embed a clear vision for students' attitudes to learning in line with the Academy's wider vision and values of love, hope and trust
- Show an unwavering commitment to using cutting edge research to inform practice and strategy
- Work strategically with parents to create partnership that is conducive to having excellent attitudes to learning
- Implement strategies that secure high standards of behaviour and punctuality among students within and to lessons
- Ensure students feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed
- Monitor, evaluate and review classroom practice, holding staff to account for consistency
- Demonstrate and articulate high expectations for the whole school community
- Work in partnerships to develop the best possible offer for the young people you serve

### Leading and managing Progress Leaders

Under the direction of the headteacher or the deputy headteacher, the assistant headteacher will:

- To set high expectations and a clear vision for the role of Progress Leaders
- Develop, implement and monitor clear, evidenced-based improvement plans where necessary
- Recruit, retain and deploy staff appropriately
- Lead and motivate Progress Leaders and generate effective working relationships
- Maximise the contribution of Progress Leaders through CPD and effective line management to improve attitudes to learning across each year group
- Evaluate the impact of Progress Leaders through effective punctuality, homework, outcomes and behaviour data analysis
- Ensure performance is managed in line with Academy and Anthem performance management policies and procedures to promote excellent attitudes to learning
- Ensure access to effective induction, training and appropriate professional development opportunities

### Strategically lead a transformational enrichment offer

- Strategically lead a transformational enrichment offer that develops students' cultural capital and instils a love of learning and positive attitudes towards the curriculum
- To liaise with department heads and teachers to put together an enrichment programme which enhances the curriculum offer and gives pupils a breadth of opportunity to explore their passions and skills
- To evaluate the impact of the enrichment, offer as a whole drawing on feedback from all key stakeholders
- To ensure that the enrichment offer compliments and supports our whole school curriculum intent and brings learning to life in real world contexts

### Strategically embed, monitor and evaluate homework

- Strategically plan, embed and evaluate a homework policy that demonstrates excellent attitudes to learning
- To liaise with department heads and teachers to ensure no child is left behind
- To evaluate the impact of homework, drawing on feedback from all key stakeholders
- To ensure homework is based on cutting edge research
- To use data systematically to target students where attitudes to homework are not in light with the school's high expectations

*This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### As part of the SLT share in the collaborative strategic planning for the Academy

- Work within the SLT team to collaboratively and collectively lead self-evaluation processes in the Academy leading to the identification of key priorities for the Academy
- Work within the SLT team to collaboratively plan for the short, medium and long term based on the self-evaluation described above
- Within the SLT take a lead role of planning and self-evaluation on key issues of accountability – teaching and learning, stakeholder voice etc.



## **As part of the SLT share in the collective responsibility for establishing a happy, orderly and purposeful Academy community underpinned by the Christian values and ethos of the Academy**

- Lead assemblies that develop the moral values of young people and allow students to share in collective worship
- Have a significant presence in and around the Academy during the Academy day and share in the disciplinary processes within the Academy
- As a member of the SLT model appropriate behaviour and share in the setting of high expectations in all areas of the Academy

## **As part of the SLT share in the collective responsibility to improve the quality of teaching and learning, raise standards and improve student behaviour**

- Take part in the observation of lessons using the agreed Academy procedures and give feedback to staff in a way that will lead to improvement
- Share in the identification of teachers and staff who are failing to meet their professional responsibilities and who are in need of support
- Lead appropriate procedures to challenge and support staff to improve aspects of their performance
- Work with staff to develop their understanding of good and outstanding practice and help them identify appropriate improvement strategies

## **Other**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

## Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.
- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.