

## **Job Description**

### **Assistant Vice Principal (L6-L10)**

The Assistant Vice Principal is responsible for providing outstanding teaching and leadership across the School; securing high quality teaching, effective use of resources and maintained high standards of learning and achievement for all pupils.

He or she will be an active member of the school's Strategic Leadership team, playing a crucial role under the direction of the Principal and Vice Principal in formulating the visions and values of the school and establishing the policies through which they will be achieved.

The post holder will take the lead on the systematic tracking of pupil progress of those with pupil premium and all other vulnerable groups. He or she will hold teaching skills of high quality and will be able to be structure teaching to coach other teachers in closing the gap of identified pupils.

They will take the lead in developing a key pathway within the school.

The Assistant Vice Principal will support the Principal and Vice Principal with school improvement and innovation, liaising as appropriate and deputising in their absence. They should be receptive to rapidly developing skills towards Headship.

## **Person Specification**

### **Teaching and Learning**

- Be an outstanding teacher
- Lead a core aspect/pathway to raise standards.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept
- Support Key Stage members in dealing with the management of pupil behaviour and progress
- Support staff in leading improvements in literacy and numeracy.
- Support staff in further developing high quality non-core subject teaching.
- Provide inspiration and direction on new innovation projects that will invigorate curriculum development and lead to every child reaching their expected levels.
- Agree challenging targets, including pupil achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these.
- Oversee the performance of all teachers and support staff within the AVP line of

reporting.

### **Strategic Direction and Development**

- to be the SENDCo and Pupil Premium Champion
- Provide inspiration and direction on new innovation projects that will invigorate curriculum delivery.

### **Leading and Managing Staff**

- Promote the development and training of all staff, including participation in performance review arrangements and the supervision of newly qualified or appointed teachers.
- Work with others to create a positive climate and shared culture of mutual support.
- Hold regular Key Stage meetings and whole staff meetings.
- Build an effective team through effective delegation of appropriate tasks, school aspects responsibilities and duties.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- To timetable support staff to be used as effectively as possible for the learning outcomes of the children.

### **Efficient and Effective Deployment of Resources**

#### **Accountability**

- Oversee the health and safety of pupils and staff.
- Coordinate assessment and reporting arrangements
- Direct efforts towards improvement as well as day to day maintenance; take appropriate action when performance is unsatisfactory making a significant contribution to capability procedures.
- Accept responsibility for problems that may arise and actively seek solutions.
- Deputise in the absence of the Principal and Vice Principal.

#### **Additional Specific Responsibilities**

- This post will require class teaching.
- To attend School Leadership meetings as appropriate.
- To participate in duties lunch/ break / before and after school.

- To lead whole school assemblies.
- To maintain excellent communication and relationships with the Principal and Vice Principal at all times.

**General Duties**

- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To carry out any other reasonable duty that is directed by the Principal or Vice Principal.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.*