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**JOB DESCRIPTION**

**Job Title: Assistant Vice Principal – Teaching and Learning**

**Responsible to: Principal**

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**Salary Scale: L14 – L18**

**Core Purpose of the Assistant Vice Principal**

* Provide professional leadership and management for all aspects of the Academy.
* Build upon the quality of education by actively supporting the development and improvement of teaching and learning and using personalised learning to realise the potential of all students.
* Establish a culture that promotes excellence, equality and high expectations for all students.
* Be accountable to the Local Governing Body in providing vision, leadership and direction for the Academy by ensuring that it is well-managed and organised to meet its aims and targets.
* With the Senior Leadership Team to be responsible for evaluating the Academy’s performance and to identify the priorities that will lead to continuous improvement and the raising of standards.
* Ensure equality for all staff and students.
* Develop policies, practices and structures.
* Ensure that resources are efficiently and effectively used to achieve the Academy’s aims and objectives and for the day-to-day management, organisation and administration of the Academy.

## General Senior Leadership Team Responsibilities

* + - Undertake Strategic Planning which will aid the production of the Academy Development Plan.
		- Undertake monitoring and evaluation functions (including internal quality assurance evaluations) which will:
* Highlight teachers’ professional strengths;
* Identify success;
* Track developments in the curriculum;
* Contribute towards improvements in academy structures, systems and policies;
* Identify areas where further development is needed;
* Enhance the quality of students’ learning.
	+ Be available to respond to unplanned situations which arise in the daily running of the Academy.
	+ Assist in the maintenance of good student discipline and to support staff, especially in dealing with sudden crises and emergencies.
	+ Attend meetings of the Senior Leadership Team and other Academy management meetings.
	+ Foster and support extra-curricular activities in the interest of the academy community e.g. academy productions, concerts, sports activities.
	+ Attend meetings of the Board of Governors when requested as an observer and to give advice as requested.
	+ Make a contribution to academy assemblies.
	+ Take an equitable share of lunchtime and breaktime supervision.

**Key responsibilities for Assistant Vice Principal – Teaching and Learning:**

* Drive and sustain a whole school culture of best practice in teaching and learning.
* Develop and embed a comprehensive, differentiated staff CPD programme and monitor the impact of all training and development.
* Work with colleagues to embed a robust system of quality assurance.
* Promote the active involvement of students in their own learning.
* Provide support for colleagues in improving their classroom practice.
* Work alongside other academies and colleagues from the MAT to share and develop expertise.

**Monitoring Academic Progress**

* Monitor and analyse the academic progress of students and act on evidence of under-achievement.
* Support and encourage initiatives to stretch the more able students whilst providing support for any students who encounter learning difficulties or who are identified as disadvantaged.
* Liaise with subject departments about curriculum issues and support them where necessary in the raising of standards.
* Work with the curriculum team in the development and implementation of academic interventions and monitor the impact.
* Work with the curriculum team to monitor and quality control online learning platforms and the blended learning offer.
* Scrutinise and report upon key academic data to the senior leadership team and use information to lead improvement in outcomes.

**Student Care**

* To contribute to:
	+ The development, organisation and implementation of the school’s policy for the personal and social development of students including pastoral care and guidance.
	+ The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
	+ The development of a culture of independent learning
* Liaise and meet with parents/carers and external agencies as and when necessary.

**The management of staff & resources**

* Be responsible for the line management and performance management of specific subject leaders.
* Effectively manage and deploy teaching/support staff, financial and physical resources within your area of responsibility.
* Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* Participate in arrangements for the appraisal of the performance of teachers.
* Monitor staff performance against academy targets to identify training needs and organise professional development opportunities or support plans if appropriate.
* Present a coherent and accurate account of the delegated areas of responsibility in a form appropriate to a range of audiences.

**Relationships**

* Be responsible for fostering positive relationships across the school community.
* Be responsible for other TLR post holders, teaching staff and other relevant personnel as appropriate.
* Advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
* Help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education and wellbeing.
* Assist liaison with other educational establishments to promote the continuity of learning, progression, and curriculum developments.
* Develop and maintain positive links and relationships with the community, local organisations, and employers.

**Other clauses:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

3. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

4. There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.

5. 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.

6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

The Academy’s governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed……………………………………………… Date……………………………………