# Job description: Senior Vice Principal

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| **Location** | Oxford Spires Academy |
| **Contract term** | Permanent |
| **Full time/term time** | Full time |
| **Pay range** | L19-L23  £65736-£72498 |
| **Reporting to** | The Principal |

**Main duties and responsibilities**

**Strategic direction and shaping the future**

Under the direction of the Principal, the Senior Vice Principal will:

* Lead the development of the academy in support of its vision and ethos
* Demonstrate the academy’s values in everyday work and practice
* Translate the academy’s vision into practice that promotes and sustains continuous improvement in the academy
* Ensure every child feels valued and is known and supported during their time at the academy
* Support members of the academy community to create a positive and stimulating learning environment, making full use of their skills and talents
* Ensure that learning is at the centre of strategic planning and resource management
* Contribute to Anthem Trust and the academies within it
* Work with the Local Governing Body to promote and implement the strategic vision, values and ethos to students, staff, governors, parents, carers and the wider community

**Supporting the Principal with the running of the academy - the Senior Vice Principal will:**

* Deputise for the Principal in their absence
* Represent and promote the academy and Anthem Trust to its stakeholders, partners and local community, always modelling the core values of Integrity, Collaboration and Excellence
* Contribute and lead on the implementation of the Annual Academy Improvement Plan, Strategic Plan and the Academy Vision
* Produce and implement clear, evidence-based improvement plans and policies for the development of the academy
* Collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote positive strategies for challenging prejudice

**Leading staff – To support the Principal and the senior leadership team the Senior Vice Principal will:**

* Proactively develop among all staff the effective professional relationships, the good order and high morale and the understanding of accountability that lead to the best possible student outcomes
* To act as a role model in leading all staff in their own excellent leadership, their delivery of high-quality teaching and learning, their continuous professional development and their professional presence in the academy
* Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams
* To act as a Department Line Manager providing regular support and challenge for staff in a way which recognises good practice and supports their progress against performance appraisal objectives resulting in a tangible impact on students learning, progress and outcomes
* To attend, prepare documentation and present information to Governors meetings
* To deliver assemblies within accordance with the devised rota
* Support the work of the Anthem Trust through the strategic deployment of staff where appropriate

**Leading Effective Learning – To support the work of the Principal and the senior leadership team the Senior Vice Principal will:**

* Contribute to the wider teaching and learning developments across the Anthem Trust
* Create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners
* Promote a culture that encourages every student to become self-confident and to show respect for others
* Contribute on the setting, monitoring and evaluating of pupil attainment targets in KS3, KS4 and Post 16 public examinations to make a measurable contribution to whole academy targets
* Contribute on curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme
* Contribute and lead on the review of teaching and learning and monitoring the progress of all pupils
* Personally and consistently deliver high quality teaching that results in excellent student progress and outcomes
* Follow statutory guidance and academy policies e.g. Student Behaviour Policy
* Will be responsible for ensuring that the academy safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy
* Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in academy and in the wider society

**Leading in the community** - **To support the work of the Principal and the senior leadership team the Senior Vice Principal will**

* Collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote positive strategies for challenging prejudice
* Establish an academy culture and curriculum which fulfils the requirements of the local community and the vision of the academy
* Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the academy to enrich the academy and its value to the wider community
* Identify and develop strong partnerships and relationships with other local academies
* Secure strong links with all external agencies who support the academy’s development
* Collaborate with other Anthem academies to share best practice and to promote the development of staff through mentoring, sharing best practice and promoting the development of staff through mentoring and sharing resources, to the benefit of all academies
* Collaborate with the Local Authority and other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families
* Work closely with Anthem Trust and the Local Governing Body to ensure successful outcomes for the academy
* Engage across other areas of Anthem’s work

**Financial compliance and facilities management - Under the direction of the Principal, the Senior Vice Principal will:**

* Support the management of the academy’s finances and resources to ensure maximum benefit for students
* Support with the management of the academy site, its buildings, equipment and grounds
* Provide input to development of the annual and projected yearly budgets for approval by Anthem
* Assist with setting appropriate priorities for expenditure and allocation of funds
* Ensure full compliance with Anthem policies and procedures, regulatory frameworks and statutory duties

***The Senior Vice Principal will carry out any reasonable task as directed by the Principal***.

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