

## **Job Description: Vice Principal**

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| <b>Reporting to:</b>    | <b>Head of School</b>              |
| <b>Location:</b>        | <b>West London</b>                 |
| <b>Contract:</b>        | <b>Permanent</b>                   |
| <b>Working Pattern:</b> | <b>Full Time</b>                   |
| <b>Salary:</b>          | <b>Ark Leadership Scale L5-L10</b> |

### **The Role**

As Vice Principal, your exact role and specific responsibilities, will be agreed annually and will change, to allow you the opportunity to gain experience in all aspects of academy's leadership in preparation for Headship. A key element of the role will be to lead, develop and support exemplary teaching and learning for pupils with SEND, by ensuring their learning needs are identified at the earliest opportunity and supported in accessing Ark Bentworth's broad and rich curriculum.

You will have the opportunity to lead on such areas as inclusion, curriculum development, systems and procedures, timetabling, monitoring standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training, and induction. This is an out of class role with an expectation that a significant amount of time is spent modelling and developing inclusive teaching and learning within the classroom.

As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous. There is an expectation that the successful candidate would complete their NASENCO qualification within three years of taking on the role.

### **Key Responsibilities**

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behaviour and attainment
- Safeguarding team member
- Lead on the strategic direction and development of SEN and EAL provision, ensuring all statutory requirements of SEN Code of Practice are met.
- Monitor the impact of teaching and learning activities on the progress made by pupils with SEN.
- To be responsible for monitoring provision for children with SEN, EHCP, LAC, EAL and liaise with staff, families and outside agencies.
- Support the development of high achieving classrooms ensuring the progress and achievement of pupils with additional learning needs.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN and, year-on-year, ensure smooth transitions from one year group to the next for all vulnerable children at Ark Bentworth.
- Support and contribute to the development and implementation of the academy's vision and strategy

- Take responsibility for day-to-day management of the school alongside the Principal and SLT, and in the Principal's absence, take full responsibility for the school
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

### **Leadership and Management**

- Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

### **Leading Inclusion**

- Share responsibility for the management of the Academy and to contribute to the
- Embed strategies to ensure early identification of pupils with additional needs.
- Embed effective teaching approaches for pupils with special and additional needs based around the academy's universal offer.
- Monitor teaching and learning activities, to meet the needs of all pupils.
- Identify the training needs of staff and coordinate INSET and CPD in SEN, EAL, or other.
- Work with the leadership team to staff support at all levels to ensure they have the best training to fulfil their roles.
- In consultation with the leadership team, deploy staff to ensure both best coverage of pupils and that individual needs are met.
- In consultation with leadership team, work to meet all areas of Ark SEND self-evaluation audit document

### **School ethos and culture**

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

### **Teaching and learning**

- Support the training and development of teaching staff to improve the quality of teaching and raise the level of challenge in lessons
- Experience of raising attainment for pupils of different ages and abilities.

- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Support the Principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain a teaching timetable and teach each outstanding lessons that motivate, inspire and improve student attainment
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
- Identify and lead interventions according to pupil needs, e.g. ASDs, Speech and Language, Behaviour etc.
- Oversee and monitor the quality of inclusive provision, ensuring year group provision maps and individual children's profiles are maintained/updated and shared with parents and relevant parties.

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Vice Principal

## Qualification Criteria

- Qualified to teach and work in the UK

## Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding how to improve and sustain an effective behaviour policy
- Experience at Assistant Head or Deputy Head level (or equivalent)
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing
- Experience of identifying, monitoring, evaluating and providing effective strategies for pupils with SEND.
- Experience of raising attainment for pupils of different ages and abilities.

## Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*