

Job Description: Vice Principal

Isaac Newton Academy seeks to appoint a skilled and committed senior leader to join the team as Vice Principal. The exact responsibilities will depend on the skills and experiences of the successful candidate and we are keen to hear from any strong leaders excited by the challenge of joining our Outstanding academy.

We are particularly interested in hearing from applicants with experience of leading Teaching and Learning, Curriculum, and 6th Form. As a key member of the senior team, the Vice Principal will have specific strategic responsibilities while also being centrally involved in the overall leadership and management of the academy; this will include maintaining and developing exceptionally high standards across all areas of provision while driving a school culture that is both nurturing and rigorous in order to achieve excellence.

The Role

- To work closely with the Principal in developing the academy's ethos for teaching and learning and driving high standards and expectations
- Be prepared to lead in other areas, such as ethos, systems and procedures, curriculum development, timetabling, progress and standards, behaviour management, SMSC, external relations, community links, staff development, training and induction. Specific responsibilities of the Assistant Principal will be agreed annually.

Key Responsibilities

- To support the improvement of the academy through providing strategic leadership of key aspects of whole academy provision as directed by the Principal
- To provide effective leadership, standards and strategic direction for the sixth form, its staff and students.
- To support colleagues, including all other members of the Leadership Team, in their work to develop and improve of the academy
- To support and contribute to the process of planning, implementing, evaluating and reviewing whole academy improvement
- Alongside the Principal, to 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

- To share responsibility for the management of the academy and to contribute to the consultative and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- To actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- To contribute to discussions and decisions at Senior Leadership Team meetings
- To offer information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- To line manage other school leaders and subject areas
- To communicate and consult with staff, students, parents and members of the local community as necessary

- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Principal, to undertake the professional duties of the Principal as reasonably delegated.

School Ethos and Culture

- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld, to contribute to overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the academy's community.

Teaching and Learning

- To support the strategic development and delivery of the post 16 curriculum and learning offer which meets the needs and aspirations of all students.
- Maintain a thorough knowledge of curriculum developments at national level and advise and implement changes as required in the best interest of students.
- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- To model outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal
- To work with Ark network colleagues to support the sharing and development of good practice across all our schools

Person Specification: Vice Principal

Qualification criteria

- Qualified to degree level or above
- Qualified to teach and work in the UK

Experience

- Experience at Assistant Principal or Vice Principal level (or equivalent)
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience of having improved and sustained aspects of whole school practice

Leadership

- Able to work in close harmony with the Principal
- Able to keep up to date with national developments and pedagogical advances
- Effective management style that encourages participation, innovation and confidence
- Ability to lead and motivate staff within a performance management framework, including professional development and effective management of underperformance
- The ability to coach, mentor and support staff to work to the best of their ability
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Able to take personal responsibility for their own actions
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all students.
- Highly organised and able to delegate

Vision and strategy

- Vision aligned with Ark's high aspirations and high expectations of self and others, and with the ethos of Isaac Newton Academy
- Clear understanding of the strategies to establish and maintain a strong culture and ethos amongst staff and students Use of data to inform and diagnose weaknesses that need addressing.
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.
- Develop effective partnerships and liaison with key stakeholders.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training and engage in coaching
- This post is subject to an enhanced DBS criminal record check.