



Job Description

Vice Principal: Behaviour and Attitudes

The role:

We are seeking to appoint a dynamic, resourceful and strategic Vice Principal who has the ability to lead from the front particularly to the area of Behaviour and Welfare, so we can continue our work to embed virtuous conduct within our pupils.

You will particularly lead on areas such as 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. However, your role and 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.

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. You will work closely with the team to help build the commitment of all stakeholders to a culture of constant improvement.

Leadership at our school:

The right kind of leadership is important at Ark Boulton. Our motto 'It takes a whole community to bring up a child' represents the collaborative spirit within which we work. It influences the way we support each other, our parents, students and other stakeholders, and the importance we place on our leaders to strengthen those relationships.

A leader within our school is given the room to grow and develop in an encouraging, challenging and rewarding environment. They are our role-models and exemplify the virtues we strive to instil in our students, which include courage, self-discipline, commitment and honesty.

By becoming a member of our school family, you will embrace multiple opportunities for personal and professional development, not just within the school, but from the internationally renowned Ark family of schools we are a part of. As a result, our staff can share best practice and receive training from some of the best educators in the country.

Key responsibilities

- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the academy
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Academy Improvement Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long term planning



- Alongside the Head of School, 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

- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- Support where required, the leadership of effective external relationships with community and other stakeholders
- In partnership with the Head of School and rest of the leadership team, ensure the safeguarding of all pupils and the safety and wellbeing of pupils and staff is promoted and maintained at all times
- To fully support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review process
- Facilitate projects, programmes or systems as directed by the Head of School
- Lead on and support to implement systems that work effectively in combination with whole academy systems and administration
- Line manage particular staff, including target setting, coaching and monitoring, ensuring that policies and procedures are adhered to
- In the absence of the Head of School, to step-up and undertake the professional duties of the Head of School as reasonably delegated

Behaviour and Attitudes

- To lead rapid and sustainable change in raising the standards of student behaviour and attitudes
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- Ensure the consistent implementation of the behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.
- Collect and analyse patterns of data relating to behaviour and culture to inform practice and training in a systematic manner.
- 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.

Quality of Education

- 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 reading age level or above. If well below level, make significant and continuing progress towards achieving at level
- To maintain a teaching timetable, modelling excellent practice in terms of classroom teaching, preparation, marking and assessment.



Person Specification

Vice Principal: Behaviour and Attitudes

Qualification Criteria

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

Knowledge, Skills and Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and a belief in the potential of every student and alignment with Ark's high aspirations and high expectations of self and others
- 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
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Ability to manage and maintain effective working relationships with staff, parents and other external stakeholders

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

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.