



## **Vice Principal – Job Description**

**Scale:** L16-L20

**Hours:** Full time

**Accountable** to the Principal

### **Main Purpose**

The Vice Principal, under the direction of the Principal, will:

- Assist with the strategic and operational leadership of the school.
- Co-lead the senior leadership team.
- Co-lead the school through a significant period of growth.
- Contribute to the raising of standards across the school.
- Contribute to the identification of the school's developmental priorities.
- Lead on specific school development priorities.
- Oversee the development of curriculum leadership.
- Oversee the development of identified areas of the curriculum.
- Manage staff and resources.
- Monitor and evaluate progress towards the achievement of the school's developmental priorities.

The Vice Principal will assume responsibility in the absence of the Principal. In doing so, they will be expected to fulfil the professional responsibilities of a Principal, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Qualities and knowledge**

Under the direction of the Principal:

- Support the day-to-day leadership and management of the school.
- Communicate the school's vision to all stakeholders.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community.
- Keep up to date with developments in education.
- Work with financial astuteness, ensuring money is invested wisely.
- Seek professional growth opportunities to meet own developmental needs.
- Lead and implement specific school developmental priorities.

## **Students and staff**

Under the direction of the Principal:

- Demand and expect ambitious standards for all students and staff.
- Promote a culture of accountability of staff for their impact on student outcomes.
- Ensure excellent teaching is commonplace within the school, including through professional growth opportunities and quality assurance processes.
- Ensure the curriculum creates capacity for students to achieve their aspirations, and meets their needs within a local, national and global context.
- Ensure the wider curriculum provides students with the potential to become responsible, respectful, active citizens, with capacity to make a positive contribution to society.
- Ensure students display exemplary standards of conduct and attitude to learning.
- Ensure subject leadership is good in all curriculum areas.
- Promote an ethos where staff are motivated and supported to develop their professional skills, knowledge and character.

## **Systems and processes**

Under the direction of the Principal:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Promote a safe, calm and well-ordered environment for all students and staff, underpinned by a culture of outstanding safeguarding practice and exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as required.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support effective distribution of leadership throughout the school.

## **The self-improving school system**

Under the direction of the Principal:

- Promote an outward-facing ethos which engages with community stakeholders to secure excellent outcomes for all students and embeds the school at the heart of the community.
- Develop effective relationships with colleagues within the school and external organisations, such as Unity Schools Partnership.
- Model innovative approaches to school development and leadership.
- Promote the value of education to all stakeholders.

### **Other areas of responsibility**

The Vice Principal will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Vice Principal will carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Principal.

## Vice Principal - Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree (second class honours or higher)</li> <li>• Professional development in preparation for a leadership role (NPQH)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching specialist subject(s) with significant impact on student outcomes</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management of middle leaders</li> <li>• Leading staff development</li> <li>• Leading impactful whole-school developments</li> <li>• Leadership during external inspections/reviews</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to analyse performance data and identify underperforming students, classes, cohorts and contextual groups</li> <li>• The ability to identify interventions to impact positively on students' academic performance</li> <li>• The ability to drive improvement in standards across the school</li> <li>• Understanding of high-quality teaching and learning</li> <li>• The ability to model high-quality teaching and learning for others</li> <li>• The ability to support others to improve teaching and learning</li> <li>• Understanding of inclusive education</li> <li>• Understanding of curriculum design and implementation</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Comprehensive knowledge of the Ofsted framework</li> <li>• Keeps abreast of the latest thinking in education</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Provide an outstanding role model for other</li> <li>• High expectations of self and others</li> <li>• Resilient, positive-thinking, and enthusiastic</li> <li>• Commitment for all staff and students to 'be the best they can be'</li> <li>• Determination for getting the best outcomes for all students</li> <li>• Commitment to the ethos and values of the school</li> <li>• Hard-working and prepared to 'go the extra mile'</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to safeguarding and equality</li> <li>• Team player with an ability to support colleagues</li> </ul>