

## JOB DESCRIPTION

<b>Post title</b>	Vice Principal (Curriculum and Standards)	<b>Reporting to</b>	Principal
<b>Location</b>	Shireland Collegiate Academy	<b>Grade</b>	Leadership
<b>Contract type</b>	Permanent	<b>Hours of work</b>	Full time

### Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To support the Principal in providing whole Academy leadership and ensuring a whole Academy approach to school improvement.

- Aid in the development of the policies, decision-making processes and strategic planning involved in the leadership and management of the Academy.
- Develop an ethos of high expectations of staff and students, and a positive approach to innovation.
- Take full accountability for key areas of the Academy's work in particular teaching and learning and assessment.
- Lead on the development of classroom practices and work with senior staff on student performance.
- Play a key role in the construction of the timetable and associated structures.
- Lead on Pupil Premium related strategies to improve performance.
- Ensure compliance to statutory issues, implement monitoring and self-evaluation systems related to the post-holder's Leadership responsibilities.
- Deputise for the Principal where required.

### Duties and Responsibilities

#### Main Duties

- Aiding in the delivery of the strategic direction and development of the Academy.
- Fully and actively supporting the vision, ethos, aims and objectives of the Academy.
- Taking a lead role in the school's self-evaluation processes, monitoring progress towards curricular and other targets.
- Developing and managing the curriculum, including timetabling and elements of staffing.
- Ensuring that the curriculum is delivered to a high standard by staff through the implementation of strong quality assurance processes.

- Creating and overseeing strategies to maximise student attainment within the curriculum following robust data analysis.
- Working with the Principal, Secondary Lead and staff in the formulation and effective delivery of the Raising Attainment Plan.
- Assisting the Principal in the planning of the annual budget and managing financial delegation with the Principal and staff.
- Making a positive and regular contribution within Standards and Performance committee meetings.
- To take account of national and local initiatives.

### **Teaching and learning**

- Modelling high standards and outstanding classroom practice.
- Embedding, co-ordinating and evaluating the curriculum throughout the Academy.
- Managing and monitoring the quality and effectiveness of the curriculum.
- Leading strategies aimed at raising standards and achievements throughout the Academy, including standards of core subjects, and attendance.
- Having an overview of assessment, recording and reporting throughout the Academy.
- Leading the co-ordination of an area throughout the Academy.
- Being prepared to teach in any age group(s) in the academy in both planned and unplanned situations.

### **Leading and managing staff**

- Modelling positive leadership and teamworking behaviours, treating all members of the school community with equal respect.
- Working with the Principal to establish distributed leadership throughout the Academy.
- Providing help and support for colleagues and have a positive impact on classroom practice through coaching, evaluation, feedback and staff development programmes.
- Taking a leading role in the coaching and development of staff.
- Ensuring the effective delivery of the Trust's Appraisal policy and encouraging a positive attitude towards it.

### **Pupil support**

- Taking a share in the leadership of discipline and pastoral care for pupils.

### **General**

- Carrying out the professional duties as outlined for Deputy Headteachers in the Teachers' Pay and Conditions document.
- Promoting the Academy in the community.

- Ensuring effective internal communication throughout the Academy and external communications with parents and other groups.
- Showing commitment to the extra-curricular activities of the Academy.
- Undertaking any professional responsibility delegated to the post.
- To continually review, develop and improve systems, processes and services in support of the academy's pursuit of excellence. To recognise the value of its people as a resource.
- To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and

participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.