

**LEADERSHIP POST**

**JOB DESCRIPTION**

**Post: Vice Principal: Curriculum**

 **Scale: Leadership 18 - 22**

**Accountable to:** **Principal**

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**General**

*You are required to carry out the duties of a School Teacher as set out in the current School Teachers’ Pay and Conditions Document and you are required to carry out such duties as the Principal may reasonably request.*

**Part 1**

**MAT expectations/ethos**

* To consistently uphold the Multi-Academy Trust’s mission statement
* To work in a polite manner with all colleagues, stakeholders and partners
* To promote the ethos of the MAT both internally and externally
* To insist upon the highest possible standards of dress and behaviour from students
* To work with students and ensure that their highest possible educational attainment is reached.
* To seek constantly to improve the MAT’s image and to assist in promoting our values and ethos

**Part 2**

**Overall Purpose**

You should assist the relevant line manager (Principal) in improving standards of learning and personal development by securing high quality teaching or pastoral care and ensuring the effective use of MAT resources and community links.

**Main Accountabilities**

**Learners**

* To assist in the monitoring of learners’ progress in the Curriculum Area and/or to ensure the care and guidance of students in all aspects of their personal development.
* To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in maintaining a disciplined working environment for all learners.
* To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in providing a suitable curriculum for all learners and amending Schemes of Work as appropriate. Pastoral post holders should work to ensure an appropriate provision of wider experiences through assemblies and extra-curricular programmes.
* To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in ensuring assessment data is up to date and recorded and to complete reports for the Principal on learners’ progress. They should also assist, as required, in the monitoring and production of reports to parents and carers.

**Staff**

* To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in monitoring the quality of all aspects of the work of staff within the Curriculum Area and/or House.
* To assist in the induction of new staff and the mentoring and support of ECTs and ITTs within the Curriculum Area and/or House.
* To assist in the Curriculum Area’s performance management programme and support staff in their professional development.

**Resources**

* To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in maintaining high quality resources for the Curriculum Area and /or making effective use of outside agencies and community links.

**Management**

* Contribute to the strategic leadership and management of the Curriculum Area to improve standards of teaching and learning and/or the Pastoral system to improve the quality of personal development and guidance.
* Assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager to produce strategic plans and self-review documentation
* Assist in the monitoring of the Curriculum or Pastoral Area’s progress towards achieving targets for continual improvement.

**Part 3**

**Specific Responsibilities**

* Innovative academy wide curriculum design and development.
* Efficient and effective timetabling.
* Overview of academic standards systems including setting and banding.
* Ensure the curriculum meets the needs of all students including all vulnerable groups.
* Pupil Premium.
* Academy wide quality assurance and monitoring of standards.
* GCSE and A Level options process.
* Academy wide curriculum intent.
* Support development of partnerships both with primary schools and FE/HE.
* Line management responsibility for a subject department and year group
* Line Management responsibility for relevant members of the leadership team