



The de Ferrers Trust

Work **hard**, Be **kind**, Choose **wisely**

The de Ferrers Trust Job Description and Person Specification

Post Title:	Vice Principal (Primary)
Grade:	Leadership L6 to L9
Accountable to:	Principal



ROLE OVERVIEW:

The Vice Principal should be prepared to lead on such areas as curriculum development, monitoring of standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. As a member of the senior leadership team, the Vice Principal will also be centrally involved in the overall leadership and management of the Academy and will help to establish an academy culture that is both nurturing and rigorous.

This role of Vice Principal may have a teaching commitment, with dedicated management time. There is an expectation to assist the Academy in this respect should the need arise.

KEY ACCOUNTABILITIES:

LEADERSHIP AND MANAGEMENT

- To share responsibility for the management of the academy and to contribute to the consultative and decision-making process.
- To fully support whole academy policy decisions, contribute to their 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 the Trust as appropriate.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and pupils in all aspects of academy life. To be an exemplar of all academy policies and practices.
- To actively promote the aims of the academy and to offer support and guidance to colleagues.
- To make a significant contribution to the academy's CPD programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
- To assist the Principal in academy self-review and evaluation and in the effective planning and management of academy resources to secure improvements.
- To maintain an informed view of standards and the quality of teaching across the academy.
- To assist the Principal in all aspects of the day-to-day administration and organisation of the academy, as agreed with the Principal, including taking responsibility for agreed areas, e.g., timetables, duty rotas etc.
- To support the Principal in the implementation of the academy's performance management process, to secure academy improvement and individual CPD.
- To participate in recruitment and selection, as agreed with the Principal.

TEACHING AND LEARNING

- To carry out teaching duties, as agreed with the Principal, providing a model of excellence for colleagues. This may include, as required:
 - Providing in class support for colleagues through demonstration lessons.
 - Teach a class or group when and where necessary.
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons.

ACADMEY ETHOS AND CULTURE

- To maintain a presence around the academy to ensure the highest standards of behaviour and to contribute to the overview and review of pupil behaviour.
- To be active in issues of staff and pupil welfare and support.
- To maintain the academy culture and ethos that is utterly committed to delivering high standards of education.
- To develop and maintain strong partnerships and ensure regular and productive communication with parents and carers.

OTHER DUTIES AND RESPONSIBILITIES

- To attend daily and weekly meetings, in accordance with academy policy and to lead such meetings as required.
- To take whole academy assemblies and to support other colleagues with assemblies.
- To prepare and present reports as required e.g., governors, parents and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays as required.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to be reflective and undertake development opportunities.
- To be personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

SUPPORT TO THE TRUST

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Will be aware of, support and ensure equal opportunities for all.
- Will establish constructive relationships and communicate with other agencies/professionals.
- Will participate in training and other learning activities and performance development as required.
- Will recognise own strengths and areas of expertise and use these to advise and support others.

IN ADDITION

- To make suggestions to improve the ongoing effectiveness of non-teaching support.
- To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.
- Holiday leave will be in line with the policy for all support staff.
- All staff are expected to work in a flexible and versatile manner as directed by their line manager.
- To take part in a Performance Review System.

COMMITMENT TO SAFEGUARDING CHILDREN

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of academy and Trust safeguarding policies and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the Trust by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

EQUALITIES

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- To understand and comply with the Equal Opportunities Policy.

HEALTH AND SAFETY

- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the Trust's Health and Safety policy.
- To comply with the requirements of Health and Safety, or relevant legislation and Academy/Trust documentation.

CORPORATE RESPONSIBILITIES

- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

NOTES

- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document.
- b) The detail of the duties will be determined following consultation with the post holder.
- c) The Trust operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

SPECIAL FEATURES

- The postholder shall be required to work in any of the Academies within The de Ferrers Trust Group as directed by the Chief Executive Officer.
- Be a professional role model, and understand and promote the aims and values of the Trust.

KEEPING CHILDREN SAFE IN EDUCATION

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

PERSON SPECIFICATIONS: VICE PRINCIPAL (PRIMARY)

Education & Qualifications	Essential	Desirable
To hold Qualified Teacher Status.	✓	
Eligible to work in the UK.	✓	
To have evidence of continuing and recent professional development relevant to the post, including management.	✓	
Commitment to CPD.	✓	
Experience		
Experience of prior successful leadership at a middle or senior level.	✓	
Experience of having led, or significantly contributed to, the success of a school/academy through its leadership, ethos, teaching and learning and results.	✓	
Experience of having improved and sustained an effective behaviour management policy.	✓	
Significant and successful experience of leading aspects of the curriculum at whole academy level.	✓	
Knowledge & Skills		
Excellent teaching practice across the key stage, and ability to provide a model of best practice.	✓	
The ability to plan, monitor and evaluate academy effectiveness and lead by example.	✓	
Proven ability to manage and implement change.	✓	
Knowledge and understanding of strategies to promote Inclusion and Equality provision within the Academy.	✓	
Understand the legal issues relating to managing an academy including safeguarding.	✓	
A proven ability to raise standards and improve progress of all pupils.	✓	
Promotion and implementation of positive behaviour strategies.	✓	
Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils.	✓	
A commitment to community cohesion.	✓	
Ability to lead and work as part of an effective team.	✓	
High level of written and oral communication skills for communicating within and beyond the Academy.	✓	
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality-of-service provision.	✓	

Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.	✓	
Ability to develop the leadership skills of others.	✓	
Strong interpersonal, written and oral communication skills.	✓	
Takes 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 belief in the potential of every pupil.	✓	
Commitment to the safeguarding and welfare of all pupils.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
<p><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <i>• Motivation to work with children and young people.</i> <i>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i> <i>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i> 		