



Job Description

Post: Vice Principal (Standards, Assessment and Reporting)
Reports to: Principal
Salary scale: L18 to L22
Date: 1st September 2026

Overview

The Vice Principal is a senior leadership role working in close partnership with the Principal to provide strategic direction, organisational leadership and operational excellence across the College. The postholder will play a pivotal role in shaping and delivering the College's vision, driving sustained school improvement and securing outstanding outcomes for all students.

As a key member of the Senior Leadership Team, the Vice Principal will provide strong leadership, fostering a culture of high expectations, professional accountability and continuous improvement.

The Vice Principal will deputise for the Principal when required.

Responsibilities

Strategic Leadership

- Provide strategic leadership as a senior member of the College, contributing to long-term planning and organisation development.
- Lead on the design, implementation and evaluation of key strategic priorities within the College Improvement Plan, ensuring measurable impact on student outcomes.
- Translate strategic vision into clear operational plans, ensuring alignment across curriculum, assessment, staffing and resources.
- Use sophisticated data analysis and benchmarking to identify trends, inform decision-making and drive continuous improvement.
- Act as a strategic link between the College and Trust, contributing to wider system leadership, collaboration and sharing of best practice.
- Present high-quality evaluative reports to governors, Trust leaders and external stakeholders, demonstrating impact and accountability.

Leadership and Management

- Provide strong, visible and decisive leadership across the College, modelling high standards of professionalism and conduct.
- Lead and line manage key teams (Data, Exams, IT), holding leaders to account for performance, outcomes and service delivery.
- Drive a culture of high performance through robust appraisal, coaching and leadership development.
- Lead on organisational development, ensuring structures, roles and systems are aligned to strategic priorities.
- Take a proactive role in whole-College decision-making, contributing to policy development, risk management and resource allocation including managing budgets
- Develop leadership capacity across the College, identifying and nurturing future leaders.
- Line Manage a range of departments including core subjects

Standards

- Lead on driving up academic standards across the College
- Oversee the production and analysis of attainment and progress data to inform teaching, intervention and College improvement.
- Support subject leaders and staff in using assessment information effectively to monitor performance and improve outcomes.
- Provide analysis and reports for senior leaders and governors on student performance and progress.

Teaching, Learning and Curriculum

- Provide strategic leadership of teaching, learning and curriculum, ensuring a consistent and ambitious approach across all faculties.
- Shape and influence pedagogical practice through evidence-informed approaches and high-quality professional development.
- Hold subject leaders to account for the quality of education, ensuring strong progress and outcomes for all student groups.
- Oversee the monitoring of whole-school quality assurance processes, ensuring robust evaluation and continuous improvement.
- Champion innovation in curriculum design and delivery to meet the evolving needs of students.

Continuing Professional Development

- Provide strategic leadership of professional development, ensuring it builds both teaching excellence and leadership capacity.
- Design and implement a coherent CPD and leadership development framework aligned with college improvement priorities.
- Develop a culture of continuous professional learning, evidence-informed practice and collaboration.
- Evaluate the impact of CPD at a strategic level, ensuring measurable improvements in teaching quality and student outcomes.

Assessment, Reporting and Data

- Provide executive leadership of assessment, reporting and data strategy across the College.
- Ensure systems enable precise, timely and actionable insight into student performance and progress.
- Lead the development of a data-informed culture, where staff at all levels use information effectively to improve outcomes.
- Ensure data integrity, compliance and strategic use of MIS systems to support both educational and operational priorities.
- Advise the Principal and governors on performance trends, risks and strategic actions required.

Information Technology

- Provide strategic leadership of digital transformation across the College, ensuring technology enhances teaching, learning and operational efficiency.
- Develop and deliver a forward-thinking IT and digital strategy aligned with Trust priorities and emerging technologies.
- Lead innovation in digital learning, assessment and communication systems.
- Ensure robust governance of cyber security, data protection and digital safeguarding.
- Drive value for money and long-term sustainability in IT investment and infrastructure.

Examinations

- Provide strategic oversight of the College's examinations processes, ensuring that internal and external examinations are conducted in accordance with examination board and regulatory requirements.
- Line manage the Examinations Officer and ensure effective administration of examination processes including entries, timetabling, coursework and results.
- Ensure the College complies with all JCQ and awarding body regulations.

- Analyse examination outcomes and use findings to inform college improvement priorities.

Timetabling

- Provide strategic leadership and oversight of the College timetable.
- Lead the planning, development and implementation of the annual timetable, ensuring it supports the effective delivery of the curriculum.
- Work with curriculum leaders to ensure staffing, room allocation and curriculum requirements are effectively incorporated into the timetable.
- Ensure the timetable is efficient, equitable and aligned with the College's strategic priorities.
- Oversee the use of timetabling systems and ensure staff are appropriately supported in their use.

Cover

- Provide strategic oversight of staff cover arrangements to ensure continuity of learning and effective use of staffing resources.
- Ensure robust systems are in place for the management of daily staff absence and cover allocation.
- Monitor patterns of staff absence and the effectiveness of cover arrangements, reporting trends to senior leaders.
- Ensure cover arrangements minimise disruption to students and support high standards of learning.

Pupil Premium

- Provide strategic leadership of disadvantaged student provision, ensuring equity and excellent in outcomes.
- Lead a whole-school approach to closing attainment gaps, embedding accountability across all staff.
- Ensure funding is deployed effectively, with clear evaluation of impact and value for money
- Report strategically to governors and Trust on progress, impact and next steps.

Culture and Ethos

- Lead the development of a positive, inclusive and aspirational College culture aligned with the College's values.
- Promote high expectations of behaviour, attendance and engagement across the College.
- Ensure all students, particularly vulnerable and disadvantaged groups, are supported to succeed.
- Model and promote a culture of respect, wellbeing and belonging for both students and staff.

Professional Responsibilities

The postholder is expected to:

- Demonstrate exemplary leadership, professionalism and integrity at all times.
- Act as a role model for staff and students, upholding the values and standards of the College and Trust.
- Contribute to Trust-wide initiatives and leadership development.
- Ensure full compliance with statutory responsibilities, including safeguarding, health and safety and data protection.

General

This job description does not form part of the contract of employment and is not intended to be a comprehensive definition of the role. Duties may vary in line with the needs of the College and Trust following consultation with the postholder. The job description will be reviewed periodically.