|  |  |
| --- | --- |
|  | |
| **Vice Principal**  **Hannah Ball Academy** | |
|  | |
| **Job Description** | |
|  | |
| **Reporting to** | Principal |
| **Grade** | L 8 - 12 |
|  | |
| **Job Purpose** | |
| In addition to carrying out the professional duties of a teacher and working in partnership with  the Strategic Team you will, as Vice Principal, under the overall direction of the Principal, be  responsible for:-  ● Deputising for the Principal in their absence  ● Raising standards of Teaching &amp; Learning  ● Support the Principal with the overall management and leadership of the school including:-  Formulating the aims and objectives for the school;  Establishing the policies through which they shall be achieved;  Managing staff and resources to that end;  Monitoring progress towards their achievement.  ● To undertake any professional duties of the Principal reasonably delegated;  Responsible for overseeing and monitoring data and assessment and contributing to data review  meetings throughout the year. | |
|  | |
| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the  level of responsibility involved.  Main Duties and Responsibilities  ● To be responsible and accountable for the progress and attainment of all pupils in their  academic learning, especially in Reading, Writing and Mathematics;  ● To be responsible for the care and wellbeing of the children;  ● To be responsible and accountable for the quality of teaching;  ● To be able to identify, drive and secure needed improvements in standards of teaching and  learning;  ● To ensure the effective and efficient running of the of the academy on a day-to-day basis,  including behaviour management and safeguarding;  ● To ensure the learning environment is stimulating, orderly and safe  ● To be the figurehead and spokesperson for the school, inter-agency and public events;  ● To line manage and performance manage Support Staff;  ● To ensure that all academy policies, including performance management, are  implemented;  ● To ensure the work of Subject Leaders s is harnessed for the benefit of all the pupils in the department;  ● To liaise with staff from other schools and academies when appropriate;  ● To liaise with the parents and carers when necessary;  ● To account to the Senior Team, Academy Council, Board of Directors, and external  agencies (including Ofsted) for all aspects of provision and performance in the school  ● To play an active role within the senior team e.g. contribute ideas that will improve  performance, take the lead in implementation of academy policies;  ● To fulfil corporate responsibilities for the senior team;  ● To provide peer support and development to fellow SLT Members  ● To provide support to the Principal;  ● To deputise for the Principal in their absence;  ● To manage and to account for any devolved budgets;  ● To be responsible for his or her own professional development  ● To carry out any other reasonable duties identified by the Principal and/or Chief Executive  and Federation Principal that are commensurate with the seniority of this post.  **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
|  | |
| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
|  | | | |
| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
|  | | | |
| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Person Specification** | | |
|  | | |
| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Qualified teacher status (or 2. equivalent); 3. Graduate status (or equivalent); 4. Evidence of further study relevant to 5. the post; 6. At least three years’ full teaching 7. and leadership experience; 8. To have line managed other staff as 9. part of performance management; 10. To have taught across the Primary 11. phase. | 1. Experience of being both a Subject/Curriculum Manager and a Year Team Leader. In other words, the applicant will have curriculum and day-to-day operational leadership experience.  * Experience of line managing staff within performance management. |
| **Skills & Knowledge** | * Be able to identify, drive and secure   improvements to raise standards;   * Be able to deliver outstanding   practice;   * Have expectations and systems to   use in ensuring the well-being of all  pupils;   * Know what constitutes good   attainment at the end of each age  range, and support the progress of  pupils in meeting these;   * Be able to work effectively with   parents and carers;   * Be able to motivate, support and   challenge others;   * Performance manage staff and hold   others accountable;   * Have the ability to lead and   implement whole-school initiatives;   * Fulfil the responsibilities of being a   member of the Senior Leadership  Team;   * Communicate effectively to a range   of audiences, both verbally and in  writing;   * Model the vision and values of the   Federation. | * An understanding of the beliefs   and values of different religious  groups.   * An understanding of current   development in Primary  education.   * To have an up to date   knowledge of national priorities  to support school improvement  planning. |
| **Personal Qualities** | * Warmth and enthusiasm; * Flexibility; * Creativity; * An understanding of, and * commitment to, equal * opportunities; * Approachability; * Openness and friendliness; * Resilience. * A willingness to attend courses and * training which further school * development as well as personal * goals. * An ability to disseminate * information to other staff and share * expertise. | * An ability to inspire and   motivate children.   * To be able to think strategically. * To contribute eagerly to all   aspects of school life. |