

VICE PRINCIPAL

Harris Academy Bermondsey

Leadership Scale (Inner London) + Performance and Loyalty Bonus
+ Pension Scheme (TPS) + Harris Wellbeing Cash Plan
+ Additional Health Benefits

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0207 237 9316 or HABreception@harrisbermondsey.org.uk

Job Purpose

Strategic Leadership and Development

The post of Vice Principal is one that mirrors the role of the Principal. Therefore, the academy will be supporting the successful candidate as they aspire to Principalship.

Generic VP Expectations

- Deputising for Principal, both in the academy and where appropriate in external meetings.
- To ensure there is seamless transition between all key stages at the academy.
- To ensure that the academy specialisms run throughout the academy successfully and effectively.
- To play a leading and highly visible role in the day-to-day management of the academy ensuring both the pastoral/academic success of all students across all faculty areas.
- To oversee standards and provision throughout all key stages, identifying the strategic issues that need to be addressed by the academy Leadership Group.
- To work with the Principal to establish a system of self-evaluation and review within the academy that will secure outstanding student achievement through the professional success of all staff. This will be supported by rigorous systems for monitoring, evaluation and review.
- To oversee the development of subject SEFs and subject improvement plans.
- To line manage Assistant Principals, ensuring that their academy responsibilities are of the highest standard.

Main Areas of Responsibility

This will be negotiated with the individual candidate, but could involve:

- To oversee the strategic management of data, assessment and target setting (including reporting achievement data to governors and external bodies as required), working with the Principal to set challenging and aspirational whole academy targets.
- To lead on teaching, learning and assessment across the academy, providing the necessary Professional Learning opportunities to ensure the highest of standards are maintained in the classroom and in student outcomes.
- To lead on effective behaviour and inclusion, ensuring that the needs of all students are met within and beyond the classroom.

General Expectation of Academy Leadership Group

- Collaborate as a member of the academy Leadership Group in order to build and realise the shared vision of excellence and high standards for all students.
- To play a major role in determining strategy for the academy.
- Contributing actively towards the formulation of all academy policies and procedures and ensuring their consistent implementation throughout the school.
- Agreeing challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through faculty improvement plans.
- Ensuring high quality teaching and learning in line managed faculties, following the academy policy for self-evaluation and review.
- To manage delegated budgets effectively.
- To attend academy leadership meetings as appropriate.

- To engage in the process of appointing new staff including the interview process.
- To participate in duties lunch/break/before and after school.
- Contributing to assemblies.
- Sharing in the management of student disciplinary incidents, making recommendations to the Principal regarding exclusions and facilitating the process of student re-integration.
- To actively participate in the monitoring evaluation and review of teaching and learning in line managed faculties. Managing any capability or disciplinary procedures in line with academy policy, where appropriate.

Teaching

- To undertake an appropriate programme of teaching according to the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to the academy Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons in line with academy policy.
- To contribute to the whole academy's planning activities.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the academy.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Enterprise are reflected in the teaching/learning experience of students.
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures.

Management of Resources

- To manage the available resources of space, staff, budget and equipment effectively within the policies and procedures of the academy.
- To work with the ALG to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.

Academy Ethos

- To undertake such other duties as required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Attributes	Description	Desirable
Knowledge & Experience	<p>Graduate (with a good degree)</p> <p>Qualified Teacher</p> <p>Minimum of three years at senior leadership level, at least once as a deputy/ Vice Principal</p> <p>Experience of delivering high quality INSET to teaching staff</p> <p>Proven success in raising achievement as a subject leader across at least two key stages.</p> <p>Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance</p> <p>Successful experience of processes of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning</p> <p>Good level of ICT skills and experience of how new technologies can be used to raise achievement, including the use of interactive white boards</p> <p>Recent experience of involvement in innovative curriculum development</p> <p>Experience of presenting to a wide audience including teachers, managers, governors and parents</p> <p>Ideas of how Language, Literacy and Numeracy can be used across the curriculum to raise standards</p> <p>Experience of embedding innovative strategies for improving teaching and learning in a whole school situation</p> <p>Experience of managing and implementing change successfully at whole school level</p> <p>Experience of using coaching as a model for ensuring on going professional development particularly with subject leaders</p>	<p>Experience in multi-ethnic urban schools</p> <p>Further qualification</p> <p>Experience of working in an all through school</p> <p>Teaching to Advanced level</p> <p>Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post</p> <p>Experience of presenting in local and/or national education forums</p>
Personal Qualities	<p>Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels</p> <p>Willingness to work hard</p> <p>Enthusiastic and Exceptional teacher, with a proven track record of excellent results in public examinations.</p> <p>Flexible, adaptable, results orientated, able to prioritise; resilient under pressure</p> <p>Awareness of and commitment to equal opportunities and valuing diversity</p> <p>To command and demand respect from the school community</p> <p>A commitment to "personalising learning" for all students in the academy</p> <p>Creativity and enthusiasm to promote a positive school image to the local and national community</p> <p>The aspirations, talent and enthusiasm to become a Principal</p>	
Academy Ethos	<p>Enthusiasm for and commitment to the achievement of the academy/ Federation's overall vision for success at all levels</p> <p>Motivation to work with children and young people</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with children and young people</p> <p>Emotional maturity and resilience in dealing with challenging behaviours</p> <p>Ability to contribute towards creating a safe and protective environment</p> <p>Empathy with the aims and objectives of Harris Federation</p> <p>Willingness to continue professional development</p> <p>Commitment to maintaining high standards and expectations</p> <p>Commitment to contributing to academy life as a whole</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p>	

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Thank you for your interest in the Harris Federation. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*