**Post Title:              Vice Principal**

**Location:                Heanor Gate Spencer Academy**

**Salary/Pay Range:   L14 - L18**

**Hours of work:     Full Time**

**Reporting to:         Executive Principal and Senior Vice Principal**

Due to the promotion of a current Vice Principal to the role of Secondary Director of Education with another Multi Academy Trust we are looking to appoint an ambitious and effective senior leader to support the school on its next journey.  We are looking for leaders who are dynamic, inspirational and passionate to join our school and help lead our drive in becoming an outstanding school.

## Candidates will need to demonstrate:

## Excellent interpersonal skills to lead, motivate and inspire staff and students to reach the highest levels of achievement, along with outstanding classroom teaching

## Whole school responsibility or significant contribution to whole school initiatives

## The ability to operate at a strategic level including effective use of data, self-evaluation and quality assurance processes

Leadership team members have flexible portfolios and the responsibilities will depend on the strengths and qualities of the successful candidate and the current strength of existing senior leaders. In addition to core roles, senior leaders are expected to contribute to all aspects of Heanor Gate Spencer Academy and support, where necessary, any of the Spencer Academies Trust schools.

## **Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff.**

**Overall Purpose of Post**

To support the Executive Principal and Senior Team in the strategic and operational leadership and management of the Academy, promoting its ethos and culture of high expectations and acting as a visible ambassador for the Academy and Spencer Academies Trust.

With other members of the senior and extended leadership team, the Vice Principal will undertake a range of organisational and supervisory duties and to discharge routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff.

Safeguard students and promote and maintain the safety and wellbeing of pupils and staff at all times

# Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Leadership and Management**

**You will play a key role in the overall leadership and management of the academy and should be prepared to lead on one or more of the following:**

* Excellent teaching and collaborative planning
* Leading behaviour for learning across the school
* Quality assurance of aspects of the Academy, including direct line management of curriculum leaders
* Curriculum design, timetabling and organisational skills
* Inclusion, including a focus on disadvantaged learners as well as SEND
* Leading and managing whole Academy projects and seeking opportunities for business and other initiatives under Academy freedoms
* Leading and providing training and support for potential leaders, teachers and support staff, SCITT, PGCEs and other trainees
* Student well-being and care and discipline matters are addressed in ways which remain faithful to the ethos and philosophy of the Academy

**Teaching and Learning**

* Model outstanding practice in terms of planning and preparation, teaching, marking and assessment
* Set high expectations which inspire, motivate and challenge students
* Promote good progress and outcomes by students
* Demonstrate good subject and curriculum knowledge
* Adapt teaching to respond to the strengths and needs of all students
* Plan and teach well-structured lessons
* Make accurate and productive use of assessment
* Manage behaviour effectively to ensure a good and safe learning environment
* Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.

**Corporate Responsibility**

**Together with the Principal and Senior Leadership Team:**

* Seek opportunities to maintain the Academy at the forefront of educational practice.
* Fully exploit the greater degree of autonomy afforded by Academy status for the benefit of students and staff working at the Academy
* Continue to develop the ethos of the Academy and to champion innovation
* Undertake such actions as are necessary to carry out designated whole Academy roles effectively and to a high standard
* Provide a highly effective and efficient service for staff and students
* Use their influence with staff and students to promote high standards and expectations of academic work, behaviour and attitudes within the Academy
* Foster and sustain a culture of enterprise and creativity in all aspects of the Academy’s operation.
* Contribute to outreach school improvement within The Spencer Academies Trust.

**General**

* Be a strong and visible leader throughout the Academy
* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Qualified Teacher Status  Good Honours degree  Evidence of appropriate professional development  Proven track record of excellent classroom practice  Evidence of successful leadership of a Faculty or section of the school  Whole school responsibility or significant contribution to whole school initiatives  Experience of contributing to effective professional development of staff  In-service training in leadership & management | \*  \*  \*  \*  \*  \*  \* | \* |
| **Knowledge and skills** | | |
| A clear educational philosophy  Ability to see the big picture, think strategically and maintain a  hands- on approach  Understanding of educational developments  Good knowledge and understanding of pedagogy and how to help students learn, effective learning strategies and the ability to apply this to everyday teaching  Knowledge of Every Child Achieves  Good understanding of effective guidance and pastoral systems  Effective disciplinarian – commands respect e.g. assemblies  Ability to support others with behaviour management strategies | \*  \*  \*  \*  \*  \*  \*  \* |  |
| Commitment to and ability to raise achievement for all  Proven track record of raising academic standards, good examination results and delivery against targets  Experience of implementing a range of effective intervention strategies  Able to use data to inform teaching, for target setting and improving performance  Role model as excellent classroom practitioner – capable of delivering consistently good to outstanding lessons, using a range of teaching and learning strategies and using effective behaviour management  A student centred, inclusive, positive, “can do” approach to learning  Proven track record of improving teacher performance  Committed to ensuring excellent standards of behaviour at all times  Good use of new technologies as a tool for learning  Strong emphasis on relevance to the world of teaching  Excellent lesson evaluation skills  Experience of monitoring and evaluating classroom practice through regular observations | \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| Excellent leadership and management skills in line with the national standards, including interpersonal, communication, organisational, administrative and ICT skills  Ability to lead, provide the big picture and whole school perspective and command respect  Highly motivated and able to motivate and inspire staff and students Ability to lead, support, develop and motivate teams  Ability to delegate responsibility, deploy staff effectively and provide a focus for improvement  Ability to innovate, manage change and evaluate its impact  Excellent problem-solving skills  A role model for staff and students  Developed skills in self-evaluation and the ability to apply the OFSTED Self Evaluation Framework to improve performance  Ability to be an ambassador for the Academy, present at conferences and provide support for other schools  Innovative approaches to leadership, management, teaching and learning | \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| **Personal qualities** | | |
| Commitment to the Spencer Academies Trust ethos and culture, getting things right first time and the pursuit of excellence  Personal gravitas, presence and impact which inspires others  Energy, enthusiasm and a positive can-do approach  Tenacious and able to pursue matters to a close  High level oral, written, communication and evaluation skills  Excellent interpersonal skills, a person who enjoys working with young people and can empathise with colleagues  Ability to be reflective and self-critical  Ability to remain calm, focussed and effective under pressure and meet tight deadlines  Flexibility in working practices and adaptability to change  Commitment and willingness to go that “extra mile”  Excellent record of punctuality, attendance, health  Adherence to the Academy’s professional code of conduct and dress  Commitment to establishing links with the community and businesses  Commitment to collaborative working with other schools and HE  Willingness to work in other schools as part of the Trust  Commitment to the principles of Investors in People, Equality and Diversity  Sense of humour, common sense and the ability to maintain a sense of perspective  Potential for Headship  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |