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**JOB DESCRIPTION**

**Job Title: Vice Principal**

**Responsible to: Principal**

**Role**

As Vice Principal your exact role and specific responsibilities will be agreed annually and will change to allow you the opportunity to gain experience in all aspects of academy’s leadership in preparation for Headship. You will have the opportunity to lead on such areas as curriculum development, systems and procedures, timetabling, monitoring 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, you will also be centrally involved in the overall leadership and management of the academy, and will help to establish a school culture that is both nurturing and rigorous.

## Leadership and Management

* Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
* Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
* Actively promote the Academy and liaise with outside agencies as necessary, representing the Principal, the Academy or King Edward VI Foundation as appropriate.
* Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation.
* Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

**Key Responsibilities**

* Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the Academy, in order to achieve high standards of behaviour and attainment
* Support and contribute to the development and implementation of the Academy’s vision and strategy
* Take responsibility for day-to-day management of the school alongside the Principal and SLT, and in the Principal’s and Senior Vice Principal’s absence, take full responsibility for the school
* In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

**School ethos and culture**

* Support the Principal in fostering a strong sense of community and ethos amongst both staff and students
* Promote consistent implementation of the behaviour policy including rewards and sanctions, characterised by our four core values; compassion, aspiration, respect and equality.
* Act as a positive role model to staff and students
* Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

**Teaching and Learning**

* Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
* Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
* Support the Principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
* Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continued progress towards achieving these levels
* Maintain a teaching timetable and teach exemplary lessons that motivate, inspire and improve student attainment
* Maintain regular and productive communication with parents, to report on progress, attendance, sanctions and rewards and all other communications

**In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

● Being strong leaders in their own right with pupils of all attainment levels.

● Being a positive leader of the Academy ethos, demonstrating a “can-do” solution focused mentality.

● Being a strong presence wherever they are in the Academy.

● Modelling high standards in expectations and practice.

● Following Academy policy and promoting policy in all areas and at all times.

● Dealing immediately with any problem they observe.

● Being positive and proactive in seeking solutions to problems and in planning

 ahead.

● Constantly looking for ways to improve and innovate in education.

● Seeking the highest standards possible and sharing them with others.

**Notes**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Signed……………………………………………… Date……………………