



A – Aspiration
We aspire to lead the way and
achieve success for all

B – Believe
We have faith and confidence in the
Trust, our school, our colleagues and
ourselves

C – Community
We work as a team – getting stuck in
and getting the job done!

Job Description: Vice Principal

Employment Details

Job Title:	Vice Principal
Reports to:	Principal
Type of Position:	Permanent
Hours of Work:	Full Time
Level and Scale Point:	Leadership Scale L7-9 depending on experience

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions document.

Job Purpose

<ul style="list-style-type: none">To be an outstanding classroom teacher. The role is a non-teaching role with the expectation that there will be two teaching days within KS2 classes to support the improvements in learning and teaching.
<ul style="list-style-type: none">To be an active and supportive member of the Senior Leadership Team, driven to enhance pupil outcomes/life chances.
<ul style="list-style-type: none">In partnership be responsible and accountable for securing the highest standards of pupil achievement across the school, through effective monitoring, evaluation and review of learning progress.To develop effective monitoring and effective review procedures that support teaching and learning.
<ul style="list-style-type: none">To be passionate about developing strategies that support the School Self Evaluation process and support the Principal.
<ul style="list-style-type: none">To effectively lead English, be Deputy Safeguarding Lead and be proactive in support the Health and Safety of the school.
<ul style="list-style-type: none">To lead a key area of school improvement delegated in regard to an ever changing school need.
<ul style="list-style-type: none">To take a lead on day-to-day matters within school in the absence of the Principal.

Areas of Responsibility

1. Strategic direction and development of the school <ul style="list-style-type: none">The Vice Principal will assist the Principal in developing a strategic view of the school, in analysing and planning for its future needs. Further development within the local and national context.
In partnership with the Principal assist in: <ul style="list-style-type: none">Leading by example, providing inspiration and motivation for pupils, staff and parents, supporting the vision, ensuring that truly Every Child Matters.
Working with staff and parents to: <ul style="list-style-type: none">Provide educational vision and direction which secures effective teaching, successful learning and achievements by pupils.

- Provide sustained improvement in their spiritual, moral, social, cultural, mental and physical development.
- Provide a curriculum that will prepare them for the opportunities, responsibilities and experiences of adult life.
- Implement and review the school development plan as part of the leadership team in order to secure whole school improvement.
- Manage effectively a delegated budget.
- Work with others to ensure that the overall aims and objectives of the school is achieved, in accordance with the strategic plan.
- Ensure that you are a reflective and professional role model taking account of national, local and school educational practice. Ensure model these policies and practices in daily practice.
- Monitor, evaluate and review the effects and impact of policies, priorities and performance of the school to ensure they are effective in practice.
- Implement the Governing Body's policies of Equal Opportunities and Inclusion ensuring that all those involved in the school are committed to its improvement drive, and that they are motivated to achieve them.
- Be involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Assume responsibility for the discharge of the Principals functions at any time that they are not in school.
- Provide subject lead coverage as necessary for the effective running of the school during staff absences of developing need.
- Support SEND co-ordination within school by developing inclusive practice.

2. Teaching and Learning

The Vice Principal should demonstrate outstanding teaching and a proven track record to enable all pupils to make good progress. Learning should be of the highest quality: the Vice Principal should be an **exemplar** of outstanding quality teaching in school.

In partnership with the Principal, assist in:

- Creating and maintaining exemplary behaviour for learning at all times within the school community that promotes and secures good practice.
- Creating and maintaining exemplary behaviour at all times within teaching, supporting effective learning and high standards of achievement.
- Ensuring that pupils develop learning skills and an understanding of how they learn in order to learn more effectively and with increasing independence.
- Develop excellent academic guidance and feedback approaches for working with children.
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils at school.
- Developing effective links with the wider community, to extend the curriculum, and enhance teaching and learning.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development.
- Build upon current work on developing home task and blended learning.
- Promoting extra-curricular activities in accordance with the educational aims of school.

3. Leading and Managing staff

The Vice Principal should assist the Principal in effective leadership of the school, particularly the teaching and management of staff – supporting each staff member's professional development.

The Vice Principal should act as an exemplary role model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

In partnership with the Principal assist in:

- Maximising the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and pupil.

- Developing good working relationships with the governors, staff, pupils, parents/carers, community and the LA.
- Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals.
- Implementing and sustaining effective systems for the management of staff performance, incorporating performance management.
- Leading the continuing professional development of staff by setting an excellent example.
- Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systemic monitoring and evaluation.
- Ensuring the staff and children understand and have the skills to develop their own learning.
- Leading and managing staff in ways that reflect the school's vision, aims and policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers, including those for Principals.

4. Efficient and Effective Deployment of Staff and Resources

The Vice Principal will work with the Principal to ensure that the deployment of all staff, finance, resources, time and energy should reflect the school's aims and the needs of all pupils.

In partnership with the Principal assist in

- Participating in the recruitment and selection of the highest quality teaching and non-teaching staff who are willing to contribute to the ethos of the school.
- Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided.
- Contributing to the formation of policies and procedures of the Governing Body concerning the school's resource and asset management.
- Setting appropriate priorities for expenditure, allocation of funds and effective administration, managing and organising the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations.
- Ensuring any lack of maintenance, repairs or modifications including breaches of Health and Safety legislation is acted upon promptly, and in accordance with the delegation arrangements of the Board.

5. Accountability

The Vice Principal should, in liaison with the Principal recognise their responsibilities to all stakeholders involved in the life of Marlfields Primary Academy.

In partnership with the Principal assist in

- Creating and developing an organisation which holds all members of staff to account and helps them to recognise that they contribute to the success of the school.
- Ensuring that parents/carers and pupils are well-informed about the attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement.
- Carrying out any such duties as may be reasonably requested by the Principal.

6. School Specific Responsibilities

The Vice Principal will take specific and direct responsibility for aspects of teaching, leadership and management:

- As part of the Senior Leadership Team, provide vision, leadership and direction for the school which inspires and motivates pupils, staff and other stakeholders and creates and maintains a highly positive school culture.
- Contribute to the creation of a positive Academy ethos, in which every individual is treated with dignity and respect and the safety and welfare of children is paramount.
- Lead English – secure excellent teaching to achieve high standards of learning and achievement.
- Work with the Principal to challenge underperformance and providing clear guidance for improvement,

- Establish and implement a safe, calm and well-ordered environment for all pupils and staff, promote excellent behaviour and attitudes to learning, by leading by example.
- Lead delegated areas of the school improvement plan, taking full responsibility for an identified area each year.
- Lead and co-ordinate a key area of the curriculum and/or of the Academy's approach to raising achievement of specific groups of children e.g. Pupil Premium, SEN.
- Provide a model of outstanding teaching, coaching and supporting teaching staff as appropriate.
- Support the Principal in securing high standards of attainment throughout the school.
- Support the pastoral care and behaviour management across the school.
- Take a main lead in the Performance Management of agreed members of staff and take a proactive role in ensuring the school's Health and Safety is always first class.
- Be proactive in day-to-day interaction with the Principal by working hard to positively address and concerns.
- Work effectively with other local schools, the wider community and service agencies and agencies for pupils.
- Attend and contribute to SLT meetings.
- Deputise in the absence of the Principal, undertaking professional duties to ensure the smooth running of the school.
- Attend out of school hours' events and support the Friends of Marlfields organisation as part of this role.
- Promote work within the community.
- Lead assemblies as required.
- Oversee rotas and timetables for school and if necessary a key stage.
- Undertake dinner duty as required.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.