**Job Description**

**Job Title/Post: Vice Principal**

**Responsible to: Principal**

**Strategic Leadership and Development**

* The Vice Principal must deputise for the Principal in their absence, both internally and externally where appropriate and be a driving force in the delivery of all academy targets.
* To play a major role in setting and establish future strategy for the Academy.
* The Vice Principal is expected to be responsible for one or more of the Academy’s wider life and also to provide a significant presence and act as ambassador for their Academy.
* The Vice Principal is expected to provide a significant presence round school and act as an ambassador for their Academy.
* To provide a clear vision and positive, incisive and purposeful leadership and educational direction to all Academy staff in order to ensure all students achieve and progress.
* To provide a strong and empathetic approach in order to ensure an inclusive and supportive environment to enable students and staff to work creatively and successfully.
* To be the Senior Leader responsible for developing, implementing and monitoring the pastoral systemin the Academy to ensure that it has an impact on the progress, attendance, and wellbeing of all students.
* To be principally the Academy Designated Safeguarding Lead and be responsible for procedures in the Academy and to ensure all staff receive the appropriate training.
* To work openly in the framework of best practice identified in the school safeguarding policy.
* Work closely with the Principal in dealing with difficult and sensitive issues in the academy such as personnel, complaints and child protection.
* To challenge people and brave decisions to take the academy forward.
* Develop relationships with LGB, United Learning, South Manchester Cluster, Stockport Local Authority and external agencies
* To promote and embed academy school values.

**Responsible for**

* Providing regular strategic updates and reports to Principal and LGB.
* Line management of curricular areas as directed by the Principal.
* To actively line manage Assistant Principals, Heads of Year and pastoral team to ensure the establishment of challenging targets, building capacity to improve and to imbed rigorous monitoring and self-evaluation.
* Lead the pastoral team and be accountable for monitoring the performance and progression of all students in years 7 to 11through the work of the Heads of Year.
* To work with the Heads of Year to develop effective intervention strategies to raise the attainment of all students.
* To work with Assistant Principals and Head of Year in ensuring that the behaviour of the policy of the school is rigorously followed and act as designated safeguarding officer for the Academy leading the safeguarding team.
* Analyse incidents and be proactive in interventions.
* To perform other such duties required by the Principal.
* To engage in performance management process and support staff within the Academy with this process.
* Lead the school strategy and evaluate the impact of the provision and practice for LAC and PLAC pupils including the LA E-PEPs and act as the school’s Designated Teacher of LAC and PLAC students.
* To co-ordinate interventions across the academy to support behaviour and monitor/measure input and effectiveness.
* To oversee the academy complaints procedure and manage complaints.
* To keep up to date with local and national CP training and training requirements.
* Line manage and to support SENDCO to ensure appropriate support for all SEND students in making maximum progress.
* To co-ordinate and monitor all duties in the academy
* To co -ordinate, develop and drive the academy reward systems.

**General**

* To promote equity and diversity in all aspects of the Academy.
* To engage with and build capacity within the performance management review process and in setting relevant and aspirational targets.
* To adhere to and promote the Academy’s corporate policies.
* To hold an excellent attendance and punctuality record.
* To adhere to a professional code of dress.
* To manage any capability or disciplinary procedures in line with United Learning Policy.
* To engage in the process of appointing new staff.
* Play a leading role at open evening events to market the Academy and speak to parents and prospective students.
* To undertake supervisory duties during break and lunch.
* To undertake any other duties as specified by School Teachers’ Pay and Conditions Body not mentioned in the above.
* To collaborate as a member of the Strategic Leadership Team.
* To play a major role in settling and establishing a future strategy for the Academy.
* To attend leadership and Governor’s meetings as appropriate.
* Share in the management of pupil d

**Experience**

* Experience of successful strategic management and development of local and national initiatives which have led to improved performance.
* Experience of operating at Senior Leadership Level.
* Experience of leading change at both a strategic and operational level, working with colleagues to ensure outstanding teaching and learning.
* Experience of leading and managing team(s) in the development and successful implementation of strategic objectives.
* Experience of developing policies and leading strategies to ensure appropriate Safeguarding procedures are in place.
* Experience of effective management of resources in order to meet strategic objectives and the production of accurate statistical data to support these objectives.
* Demonstrable experience of delivering strategies and solutions which promote and ensure inclusiveness in all aspects of the Academy’s provision.
* Experience of leading the preparation of areas for internal/external inspection.

**Skills and Knowledge**

* A strong understanding of Learning and Teaching issues across all areas arising from a strong teaching background.
* An understanding of key Government initiatives and the impact they will have on the way we build our provision.
* Demonstrable skills of diplomacy and negotiation both within an organisation and with external partners and stakeholders.
* An understanding of the systems which allow the effective use of staff for inclusion in learning procedures
* The ability to implement Academy systems for the production and analysis of accurate and accessible statistical data.
* A thorough understanding of the latest audit requirements.
* The ability to represent the Academy as appropriate both locally and nationally and to influence strategy.
* An understanding of and the ability to implement Equality and Diversity Policies and Procedures, Safeguarding Procedures and Quality Assurance Improvements in the curriculum.
* Effective oral and written communication skills and the ability to produce clear analytical reports.

**Signed:**

**Print Name:**

**Date:**