



### Job Description

JOB TITLE	Vice Principal – Quality of Education
PHASE	Secondary
REPORTING TO	Principal

### Job Purpose

- Strategic lead for the curriculum intent, implementation and impact across the college, including overseeing timetable and target setting.
- Uphold the highest standards of student behaviour and conduct across the college.
- Lead and manage the day-to-day operations of the college.
- Ensure that all policies are upheld.
- Deputise for the Principal when required.

### Duties and Responsibilities

#### Skills/Experience required

- Have an exemplary and proven track record of leading on aspects of school improvement (particularly in the areas of target setting, data analysis, timetable and curriculum modelling).
- Having the ability to be self-reflective on your attributes, skills and knowledge and acknowledging where you need to professionally develop.
- Have experience of working with senior teams to create a productive learning environment which is engaging and fulfilling for all students and staff reflecting the identity of the college.
- Have strong leadership skills, demonstrated through the development of high performing teams.
- Establish with the Principal a culture that promotes excellence, quality and high expectations of all students and staff whilst actively addressing under performance.
- Have a sound knowledge and understanding of both cognitive theory as well as practical strategies to develop and sustain thinking skills and tools.
- Contribute to establishing high quality education and interventions for all learners to enable them to achieve their potential.
- Demonstrate the college's vision and values in everyday work and practice.

#### Curriculum and Academic Standards

- Oversee the college's curriculum models and timetables, ensuring the curriculum (intent) meets statutory guidance.
- Create differentiated curriculum pathways (intent) in the college to ensure that students can progress effectively and secure outcomes (impact) in line with and beyond their targets.



- Collaborate with the senior leadership team under the direction of the Principal to ensure that outcomes (impact) are of the highest standard across the college, including student groups such as SEND and PP.
- Ensure that all students and staff fulfil their potential by encouraging high expectations within the college.
- Support a culture and ethos of challenge and support where all students can achieve success and become engaged in their learning.
- Create and implement a robust shared reporting system for all stakeholders.
- Lead, monitor, evaluate and review data dashboards and intervention plans across all year groups.
- Challenge underperformance at all levels and ensure effective corrective action and follow up.
- Lead the options process across the college.
- Keep abreast of all latest national initiatives/agendas around Teaching, Learning and Assessment.

#### **Securing Accountability**

- Be accountable for the college's curriculum intent, implementation and impact.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management procedures.
- Be accountable for the college's assessment systems and use a range of evidence, including national data and own college performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- Work closely with the Senior Leadership Team, recognising their joint role in leadership and in securing the accountability of the college.
- Implement the college's quality assurance systems, including college review and self-evaluation.
- Be accountable to a wide range of groups, particularly students, parents, carers and governors.
- Ensure every student has access to the highest quality teaching and learning to enable them to achieve.
- Ensure that the college is constantly 'Ofsted ready' with full and accurate data available for external audiences for all year groups. Keep an OFSTED file up-to-date with current attainment and progress, and three-year trends.

#### **Managing the day to day Organisation**

- Provide effective organisation and management of the college and, where required, work with the Principal to seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation.
- Ensure that the college and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.



- Maintain an overview of the staffing requirements of the school using COSMOS and closely liaising with the Principal to adjust the curriculum to make the model financially viable.
- In conjunction with the Principal, recruit, retain and deploy staff appropriately and support them in managing their workload to achieve the vision and goals of the college.

#### **Working with Others and Self-Development**

- Provide support to the Principal, senior team and middle leaders for the operational management of curriculum and data.
- Chair the Curriculum Leader Team meeting (CLT) and ensure that all department improvement plans are in place and departments are 'Ofsted ready'.
- Retain positive relationships with parents and other stakeholders.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Build a professional and collaborative learning culture within the college and actively engage with others to build effective learning communities.
- Ensure the college's professional development policies and practices are implemented effectively; including staff induction, continuing professional development, joint practice development and professional growth.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- Regularly reviewing own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for the appraisal of the Principal's performance.
- Manage own workload and support others to manage an appropriate work life balance.

#### **Strengthening Community**

- Lead and manage events such as Parents Evenings, Open Evenings and Options Evenings.
- Ensure that the website curriculum and data sections are kept up-to-date and are compliant with statutory guidelines.
- Engage with the Thinking Schools College Trust community to secure quality and entitlement of provision for all students, promotion of the Thinking Schools network, maintain and develop with the Principal effective links with the community, local primary and secondary schools and other partners.
- Liaise with the Trust for any centralised policies regarding assessment and curriculum.



- Ensure that all curriculum leaders are confident in the use of assessment criteria/delivery of curriculum models across all key stages (linked to 9-1).
- Promote the internal and external high expectations, perceptions and standards of the college to the wider community.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students and the wider community.

#### Conditions

- The Vice Principal will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Principal and Director of Education.

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



#### Health and Safety

- Employees are required to work in compliance with the College's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools College Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools College Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools College Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Vice Principal.

Name: .....

Signed: .....

Date: .....