



Vice Principal - Job Description

Job Title: Vice Principal - Quality of Education 'Curriculum'

Responsible to: Principal

Salary: Highly Competitive

The role of the Vice Principal is crucial in ensuring the creation of an environment in which students and staff can learn and thrive together. As a member of the Senior Leadership Team the Vice Principal is expected to work alongside the Principal in defining and articulating the vision and shared values for the Academies and then implementing the vision and ethos through planning and good communication, ensuring that the views and opinions of stakeholders are sought as appropriate. The Academies aim to ensure that leadership is developed at all levels, with creativity, autonomy and innovation positively encouraged. It is expected at the level of Vice Principal that the post holder can demonstrate exceptional leadership as well as demonstrate outstanding management skills by working with individuals and teams to develop policy and practice that will achieve positive outcomes.

Aims of the post

The aims of the post are to:

- Work with the Principal in determining the vision and direction of the Academies and securing whole school improvement
- Work with the Principal in providing a high quality provision that will result in achievement being raised across the Academies
- Work with the Principal to establish an ethos which is underpinned by our core values of compassion, integrity and courage
- Assist the Principal in the determination and implementation of general school policy
- To be a strategic leader and thinker, able to successfully manage and implement change
- To fully support our values and those of United Learning
- To contribute to daily senior duties
- Deputise for the Principal in the event of absence or other urgent business
- Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students with regard to safeguarding procedures
- Ensure the safety, security and welfare of staff

Principal: Mrs Samantha Viney
Executive Principal: Mr Stuart Ingram

Glenmoor & Winton Academies is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor & Winton Academies

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General Duties

- Deputise for the Principal as required
- Implement strategies for the efficient running of the Academies within the policies adopted by the Governing Body
- Contribute to a clear vision for effective Academies
- Initiate and manage change and improvement to develop the Academies and staff
- On a daily basis, lead, manage and support staff
- Deploy staff effectively
- Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable the Academies to meet changing needs
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility
- Share the vision, ensuring senior and middle leaders recognise and understand their participation in the learning process and provide training and support to manage the change
- Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate the change process
- Play a major part in securing outstanding classroom practice across the Academies
- Update, and present to the Governing Body, any policies in designated areas of responsibility
- Act as line manager and mentor to designated subject areas and Year Leaders, supporting as appropriate and aiding the development of key documentation and implementation of policy
- Undertake the annual appraisal cycle with designated members of staff
- Line manage designated support staff and carry out support staff appraisal in line with whole Academy policy
- Assist with the marketing of the Academies, organising key events as appropriate and acting as an ambassador for the Academies at high profile functions
- Assist with whole school data analysis to determine how well the Academies are performing and assist with target setting as appropriate
- Organise and contribute to whole school self-evaluation and review processes as appropriate
- Devise opportunities for student consultation and leadership, specifically related to areas of responsibility
- Organise and assist in the delivery of parent forums and information evenings
- Contribute to the gathering and collation of stakeholder views

Leading Curriculum

- Work with the SLT lead for timetabling on allocation of subject time and staffing

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- Work with the SLT lead for options to ensure a broad, balanced and appropriate offer is made to students at Key Stage 4
- Work with the SLT lead for assessment and data to implement effective strategies for assessing students' progress through the curriculum and for responding to the information this provides
- Work with the SLT lead for T&L on the most effective methods for the successful implementation of the curriculum
- Ensure that all students have equitable access to the curriculum
- Work with Curriculum Team Leaders on the planning and resourcing of their subject curriculums, including the delivery of the United Learning common curriculum, the National Curriculum and all statutory provision around PSHE
- Lead on the content, production and effective use by all stakeholders of Knowledge Organisers

Health and Safety

- Assist the Principal to ensure the health, safety and welfare of all staff and students at all times

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up to date with research and developments
- Undertake any necessary professional development as identified in the Academies Improvement Plan and in particular related to specific areas of responsibility
- Demonstrate good time management

Continuing Professional Development – Staff

- Take a leading role in the provision of high quality professional development for all staff
- Give support to a range of staff and where specific needs are identified mentor or coach staff as appropriate

Other responsibilities

To be agreed on appointment linked to the strength of the successful candidate.

Any other reasonable additional responsibilities as delegated by the Principal.

May 2022

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