



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

VICE PRINCIPAL – QUALITY OF EDUCATION

JOB DESCRIPTION

JOB SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1. Support and assist the Principal by providing dynamic instructional leadership and management by sharing and modelling the school's vision and values in everyday work and practice.
2. Work with the Principal and other Star leaders to ensure the very best education for the students, through achieving the organisation's aims and objectives. In particular, to develop and manage curriculum, teaching and learning policies.
3. Ensure a consistent and continuous focus on students' achievement, with systems for recording individual student's progress, and effective use of data and benchmarks to monitor progress in every student's learning.
4. Develop and maintain high-quality transition from primary schools, with curriculum continuity and maximised student progress.
5. Make sure parents and students are well informed about the curriculum, attainment and progress.
6. Undertake any professional duties delegated by the Principal and carry out the professional duties of the Principal in the event of their absence.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Overall Strategic Responsibilities

- 1.1 Work in partnership with the Principal, Senior Leadership Team, Local Accountability Board, staff, students, parents and the Trust in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.2 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.
- 1.3 Provide outstanding strategic and operational leadership of all areas of responsibility.
- 1.4 Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.
- 1.5 Develop and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.

- 1.6 Performance manage all staff with respect to all areas of responsibility for students; through regular meetings, setting of appropriate targets for performance, providing support and challenge and undertaking regular reviews for feedback.
- 1.7 Develop systems and structures for the effective management and administration of all areas of responsibility.

2. Leadership and Management Responsibilities

- 2.1 Be the strategic lead for Quality of Education: Curriculum and Assessment, Recording and Reporting.
- 2.2 Lead the development and management of the overall curriculum of the school, in line with the Star curriculum model and policy.
- 2.3 Lead the development and management of Curriculum planning, in line with the school's curriculum intent.
- 2.4 Lead on curriculum analysis, workforce planning, staffing deployment, and budget/cost efficiencies.
- 2.5 Drive a data-informed culture through whole-school target setting, performance analysis, and reporting systems.
- 2.6 Oversee the tracking of pupil attainment, progress, and intervention strategies, ensuring timely support and improved outcomes.
- 2.7 Lead the organisation, administration, and quality assurance of all internal and external examinations.
- 2.8 Develop and manage the whole-school timetable, ensuring effective curriculum delivery and resource allocation.
- 2.9 Lead on pupil grouping and setting arrangements to maximise achievement across all key stages.
- 2.10 Coach, develop, and support Middle Leaders, strengthening leadership capacity and accountability.
- 2.11 Be the strategic lead for Literacy, driving whole-school reading initiatives, Star's World Class Book Culture, and library provision.
- 2.12 Lead the development, implementation, and evaluation of the Pupil Premium Strategy to improve outcomes for disadvantaged pupils.
- 2.13 Contribute to and quality assure the Self-Evaluation Framework (SEF) and Principal's Reports, providing robust evaluation of teaching, learning, and pupil outcomes.
- 2.14 Serve as Deputy Designated Safeguarding Lead (DDSL), ensuring effective safeguarding practices and statutory compliance across the school.

3. Evaluation and Review

- 3.1 Work with the Principal to ensure the development and management of quality assurance processes are consistent across the school.
- 3.2 Work alongside the Principal to ensure the completion and regular submission of the self-evaluation form.
- 3.3 Support the Principal in liaising with the Star Academies' Quality Assurer.
- 3.4 Work closely with the Principal in the school's preparation for external inspections, such as Ofsted.
- 3.5 Lead the accurate completion of the School Profile.

4. Faculty Management

- 4.1 Provide line management to the Directors of Learning for designated faculties, supporting and challenging them to achieve faculty targets.
- 4.2 Audit all curriculum areas in the designated faculties to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.
- 4.3 Support Directors of Learning to enhance assessment for learning and develop more effective curricula in each of the faculties.
- 4.4 Be the SLT link for a year group to provide pastoral support and ensure excellent attendance, punctuality, behaviour and achievement across the year group.

5. Stakeholder Engagement, Events & School Partnerships

- 5.1 Build positive relationships with students, parents, staff and external stakeholders through regular engagement activities and events.
- 5.2 Coordinate and support the delivery of key school events, GCSE Information Days, Mock Results Day and GCSE Results Day.
- 5.3 Organise and attend Year 11 Celebration Assemblies and other student recognition events.
- 5.4 Support the planning and delivery of Parent Evenings for designated year groups, ensuring effective communication and engagement with families.
- 5.5 Participate in Curriculum meetings and Overall Performance Review meetings and contribute to follow up actions and development planning.
- 5.6 Facilitate and support Middle Leader Development initiatives and training events.
- 5.7 Promote whole school literacy strategies, including the implementation and development of the STAR Reading programme and World Class Book Culture initiatives.
- 5.8 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Trust and ensure all communication is consistent with the school's ethos.

6. Continuing Professional Development (CPD)

- 6.1 Lead and coordinate CPD relating to curriculum design, implementation, and subject leadership, ensuring staff are equipped to deliver a high-quality educational experience.
- 6.2 Design and deliver CPD focused on assessment, recording, and reporting systems, promoting consistency, accuracy, and effective use of pupil data across the school.
- 6.3 Provide training and guidance to staff on examination procedures, regulations, and best practice, ensuring compliance and effective preparation for internal and external assessments.
- 6.4 Lead the professional development of Middle Leaders, strengthening leadership skills, accountability, strategic planning, curriculum oversight, and departmental improvement.
- 6.5 Monitor and evaluate the impact of CPD programmes, ensuring professional learning translates into improved teaching, learning, and pupil outcomes.
- 6.6 Identify particular development needs in individual staff and provide instructional coaching to address these.
- 6.7 Support staff in the implementation of whole-school priorities, fostering a culture of continuous improvement and professional excellence.

7. Other Responsibilities

- 7.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.3 Contribute to the wider life of the Trust and the Star community.
- 7.4 Carry out any such duties as may be reasonably required by the Trust.

8. Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification (2ii or above).	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	✓
4.	Middle or Senior Management qualification.	E	✓	
EXPERIENCE				
5.	Senior leadership in a school setting.	E	✓	✓
6.	Track record of outstanding learning and teaching practice.	E	✓	✓
7.	Successful and sustained delivery of outstanding attainment and achievement.	E	✓	✓
8.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
9.	Partnership working and collaboration within a school, college or local authority context.	E	✓	✓
10.	Developing and leading the implementation of strategies to sustain whole school/college improvement.	E	✓	✓
11.	Developing and implementing whole-school intervention strategies to sustain and enhance outstanding attainment.	E	✓	✓
12.	Developing and enhancing the curriculum of a school.	E	✓	✓
13.	Management of a curriculum faculty in a school setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Ability to teach up to GCSE Level.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
16.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	E	✓	✓
17.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	✓	✓
18.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
19.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
20.	Knowledge of curricula, specifications and assessment criteria of Communications, Mathematics or Science-related subjects.	E	✓	✓
21.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
22.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	E	✓	✓
23.	Understanding of contemporary issues relating to curriculum and attainment.	E	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the school's mission statement.	E	✓	✓
25.	A strong belief in the value of education in developing citizens.	E	✓	✓
26.	Highest levels of professional and personal integrity.	E	✓	✓
27.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
28.	Personal resilience, persistence and perseverance.	E	✓	✓
29.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
30.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
35.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
36.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓