

Job Description	
Job Title:	Vice Principal: Quality of Education- Implementation
Grade:	L18 - L22
Responsible To:	Principal
Responsible For:	Designated Staff across the school
Liaising with:	Multi Academy Trust School staff and leadership teams, Parents and students, External agencies, Visitors, Trustees

1. Purpose

- To work closely with the Principal to ensure that the Quality of Education, in its implementation, enables students to make outstanding progress and achieve their ambitions.
- To provide high quality continuing professional development (CPD) provision for all staff to ensure that that they are well qualified to deliver the highest quality learning opportunities for our students and maximise the potential of all students and encourages them to become enthusiastic and independent learners.
- To oversee the Early Teacher Career programme and ensure effective induction for new staff.
- To set clear routines and expectations for the behaviour of pupils across all classrooms
- In addition, you will contribute to the development and delivery of the school and Trust vision and values as determined by the Thames Learning Trust.

2. Main Duties and Responsibilities

Strategic Direction

- To deputise for the Principal as and when required along with the Vice Principal (Curriculum and Assessment).
- To assist the Principal with formulating, implementing, reviewing and ensuring that the vision, aims, objectives, policies and procedures of the school are clearly articulated, shared, understood and acted upon effectively.
- To assist the Principal, Trustees and SLT in creating and communicating a clear educational vision, ethos and direction for the school based on a philosophy of continuous improvement.
- To work in collaboration with the Principal and Senior Leadership Team to ensure outstanding leadership, internal organisation and management across the school.
- To attend and advise at Full Trustees Meetings and various sub-committee meetings as required.
- As a member of the Senior Leadership Team, to contribute to the school development plan and school evaluation.
- To develop and consistently implement whole school aims and policies which reflect the school's commitment to high achievement and attainment.
- To have an accurate knowledge and understanding of the school's effectiveness and be able to identify and develop strategies for improvement.



- To support the whole school ethos whereby teachers are motivated to develop and improve their own practice.
- To ensure all staff have high expectations of what the students can achieve and support with improving the progress and outcomes of all students
- To assist the Principal in promoting and maintaining positive relationships with students and all stakeholders.
- To take responsibility for the leadership and management of a variety of whole school areas.
- To share responsibility for the daily administration and management of the school, discharging routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff.
- To promote and be involved in the wider life of the school community.

Teaching and Learning

- To act as an outstanding role model within the department/subject you teach in.
- To develop and consistently implement systems for recording the progress of the individual students you teach, to include an appropriate framework for marking and assessing learning, in order to inform planning.
- To ensure schemes of work are developed, to include in line with a chosen examination syllabus, and that this is stored centrally on the school's network area for your department/subject.
- To develop and provide strategies which encourages students to consolidate their learning independently.
- To select, generate and prepare resources to support your own teaching with the support of other staff where appropriate and required.
- To regularly review your own practice, set personal targets and take responsibility for your professional development
- Understanding of what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards

Whole School Responsibilities

The VP will take responsibility for the following whole-school responsibilities.

- Quality of Education – Implementation
- ECTs, staff induction and staff professional development.
- Curriculum Development
- Performance Management
- Behaviours and attitudes in the classroom

Strategic Direction and development of the School (Planning, Development and Coordination)

Quality of Education – Curriculum

- To embed the whole school curriculum intent and ensuring that is implemented across the school within all classrooms, so that curriculums are well planned and sequenced, building on upon new knowledge and skills towards clearly defined end points.
- To develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching, learning and assessment and the creation of a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world.
- To ensure that HOD have ensured that their subject curriculum contains content that has been identified as most useful and its content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the knowledge and skills.
- To ensure that the Curriculum and SOW meet the requirements of the NC and specifications to secure high progress and attainment for all students.



- To develop and embed an enriched curriculum, developing students' cultural capital, by working with HOD and subject leaders.
- To ensure that Curriculums are designed to provide pupils with opportunities for wider reading and enable them to read at an age appropriate level.

Quality of Education – Teaching and Learning

- To establish consistently high standards of teaching, learning and behaviour and commitment to relentlessly instilling these strategies.
- To set a clear vision of what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards
- To develop and review of school policies and practices relating to the teaching and learning and contribute to the school improvement plan.
- To secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes and to include, as appropriate, liaison with external agencies and Trust staff.
- To ensure effective strategies are in place to evaluate the effectiveness of teaching and learning, CPD and other areas as appropriate
- To ensure that students experience continuity of learning and effective progression to maximise academic potential.
- To work closely with the Assistant Principal (Inclusion/SENCo) to ensure that the students receive appropriate, differentiated, intervention to meet their needs as KS3, KS4
- To establish effective Assessment for Learning strategies which informs teaching and aid pupils embed their knowledge fluency and understanding.
- To establish effective practices for remote learning which enables effective T&L and mirrors the classroom environment virtually.
- To ensure that statutory requirements are met for PGCE, ITT and ECT, embedding, reviewing, monitoring the early careers framework for all ECT's.
- To lead staff wellbeing and the Staff working party
- To lead on the effective induction of new staff.

Behaviours and Attitudes for Learning in the classroom.

- To monitor and promote a calm and orderly environment in classroom with the setting of clear routines and expectations for the behaviour of pupils across all classrooms
- To embed a clear and effective behaviour policy with clearly defined rewards and consequences that are applied consistently and fairly by all staff.
- To promote and embed the positive behaviour reward system consistently across the school, analysing impact on pupils' outcomes.
- To undertake regular whole school assemblies throughout the year, promoting positive behaviour, effective behaviour for learning within the classroom and other suggested activities on the assembly agenda.
- To develop class strategies which enable pupils' to remain highly motivated with positive attitudes to their learning
- To line manage the internal exclusion room. Ensure work provided to pupils is adequate.
- To work with pastoral leaders and HOD regarding pupils who have been removed from their lesson, ensuring reintegration meetings have been conducted with staff and parents.
- To attend reintegration meetings and reviewing the interventions and support currently in place for pupils by liaising with parents, Assistant Principal (SENCO)and pastoral leaders.
- To support with the reviewing of intervention for pupils at each phase of the behaviour policy is adequate, supportive and will enable pupils achieve well.



Inclusion:

- To ensure the vision for the school, to be inclusive, is met and that inclusion means that support is predominately given in the classroom, allowing all students including vulnerable students to make significant progress
- To working in partnership with Assistant Principal – Inclusion (SENCo) to provide CPD to support staff in developing effective intervention strategies for all groups where necessary.
- To ensure a high profile is given to the identification and planning for significant and vulnerable groups in the classroom, in order to ensure the progress of every student.

Leading and Managing Staff:

- Ensure performance management and appraisal arrangements are effective so as to secure outstanding academic performance and effectively plan and deliver professional development activities to promote high quality teaching, learning and assessment.
- To line manage Heads of Department and Subject leads to ensure the effective delivery of the curriculum, in line with school policies, securing high quality teaching, learning and assessment throughout and across the curriculum teams.
- To support with the development of individuals and subject teams to develop, improve and enhance performance.
- To be committed to the management of performance through the school's appraisal cycle.

Effective Deployment of Staff and Resources:

- To lead in the recruitment and deployment of teaching and support staff.
- To manage budgets for your areas of responsibility
- To take the strategic lead for ensuring the quality of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment.

External Relations

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies

Quality Assurance:

- To effectively implement appropriate, whole school quality assurance systems
- To monitor the work of curriculum teams and ensure evaluative reports are produced in line with the school's self-evaluation policy
- The post holder will be subject to performance appraisal objectives which will be agreed and reviewed annually.

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm



General:

- The post-holder will be expected to undertake any appropriate training provided by the Principal/ Trust to assist them in carrying out any of the above duties
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain high standards of health, safety and security in the work place, and all other mandatory regulations are adhered to.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Thames Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post an enhanced disclosure certificate from the Disclosure and Barring Service.