

## JOB DESCRIPTION

<b>Post title:</b>	Vice Principal
<b>Academy:</b>	St John's C of E Academy
<b>Working time:</b>	Full time, Permanent
<b>Pay range:</b>	Salary Range Leadership Scale L9-13
<b>Reporting to:</b>	Principal

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### **Key Responsibilities:**

- To assist the Principal in managing the Academy on a day-to-day basis.
- To deputise for the Principal in the event of absence or other urgent business.
- To assist the Principal in determining general school policy and managing its implementation.
- To make a leading contribution to the Academy's monitoring and review processes for pupils' attainment and teaching/learning.
- To make a leading contribution to the development of the general school ethos and its mission statement.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

### **Qualities and Knowledge**

- To hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the Academy's vision, ably translating local and national policy into the Academy context.
- Communicate compellingly the Academy's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### **Pupils and Staff**

- To assist the Principal in setting ambitious standards for all pupils to overcome disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- To secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- To assist the Principal in establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

- To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- To assist the Principal in identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- To hold all staff to account for their professional conduct and practice.

### ***Teaching, Curriculum and Assessment***

To assist the Principal to:

- Establish and sustain high quality teaching across all subjects and phases.
- Ensure that teaching is underpinned by subject expertise.
- Effectively use formative and summative assessment to inform strategy and decisions.
- Support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Ensure that learning and teaching supports all vulnerable groups of learners to make good or better progress.

### ***Systems and Process***

To assist the Principal to:

- Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in the Academy and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and work with the Principal in actively supporting the governing body to understand its function effectively, in particular, its function to set school strategy and hold the leadership to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Academy's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### ***The self-improving school system***

- To assist the Principal to further develop its outward-facing approach, to work with other academies, schools and organisations in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- To develop effective relationships with fellow professional and colleagues in other public services to improve academic and social outcomes for all pupils.
- To challenge educational orthodoxies in the best interests of achieving excellence, harnessing the finding of well evidence research to frame self-regulating and self-improving schools.
- To assist the Principal to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- To model entrepreneurial and innovative approaches to Academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

- To assist the Principal to inspire and influence others - within and beyond the Academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Additional duties for this post**

*Class Teacher (c 0.2) Key Stage to be determined.*

### **Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder. The specific focus for the Vice Principal's work program will be negotiated and agreed at the beginning of the appraisal cycle.

Signed \_\_\_\_\_ **Post Holder** **Date** \_\_\_\_\_

Signed \_\_\_\_\_ **Principal** **Date** \_\_\_\_\_