

# The Littlehampton Academy

## Job Description - Leadership Team



### Vice Principal - Standards, Achievement and Inclusion

|                |   |
|----------------|---|
| Range          | L20 - L24   |
| Reporting to   | Principal   |
| Direct Reports | Directors of Standards (3), Director of Inclusion |

### Role Context & Purpose

The primary focus of the Vice Principal - Standards, Achievement and Inclusion (SAI) is to embed effective learning behaviours, remove barriers to achievement and ensure a culture of inclusion, accountability and success. In addition, as a member of the Senior Leadership Team, the post-holder will be responsible for whole academy priorities each year as directed by the Principal.

The post-holder will deputise for the Principal in his absence (a responsibility shared with the VP - Teacher and Learning).

### Main Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

### Leadership and Management

**All members of the Senior Leadership Team** are expected to:

- contribute to the strategic leadership of the Academy;
- assist the Principal in the general management and development of the Academy;
- model high quality teaching, effective use of resources, and high standards of learning and achievement for all students;
- improve teaching and learning in order to secure student progress;
- promote a climate of aspiration, high achievement and good behaviour;
- plan, implement and review the Academy Improvement Plan, leading on agreed responsibilities;
- line manage, support and monitor the work of other managers, sharing in staff development and performance management;
- contribute towards the day-to-day smooth running of the Academy, special events and collective worship (including whole-Academy and Chapter assemblies);
- contribute to the Academy self-evaluation strategies
- be a visible presence around the Academy, helping to ensure high standards of behaviour;
- provide information, advice and support to the Academy Council;
- present a coherent and accurate account of the Academy's performance to a range of audiences.

The Vice Principal will play a major role in

- Supporting and developing the mission, ethos and core purpose of the Academy.
- Supporting the Principal in developing the strategic direction of the Academy.
- Formulating the aims and objectives of the Academy.
- Leading projects across academies in the Trust
- Establishing and monitoring the policies through which the aims and objectives will be achieved.
- Managing staff and resources effectively.
- Managing allegations against staff.
- Managing staff performance issues.

**In particular, the VP for Standards and Achievement will be accountable for the strategic direction of:**

- Standards: student conduct
- Performance data: inclusion and pastoral
- Appraisal
- Accountability
- Pastoral care, including the work of the year leaders and the whole academy tutor programme
- Personal Development curriculum including RSE
- Alternative Provision
- SEND

### **Additional Teacher Responsibilities**

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description).

**All teachers** are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

**All staff** are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

**All TLA staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

### **Safeguarding Statement**

The Littlehampton Academy is committed to equality of opportunity. We positively welcome applications from all sections of the community. The Academy is committed to safeguarding and promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the Academy.

### **Equal Opportunities**

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.