

**Role Title:** Vice Principal

**Reporting to:** Principal

**Responsible for:** Pastoral Support Worker, Support Staff, Administrators

#### **Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

#### **Main purpose of Job**

The Vice Principal is responsible for effectively supporting the Principal in leading, managing and inspiring the academy, ensuring all children/young people referred to the academy and employees in the academy achieve their full potential in an inclusive and safe environment in accordance with local and statutory policies and guidance.

At Wave we have a strong vision and four core principles, to lead, empower, achieve and drive, that as a Vice Principal you will be expected to demonstrate in your working practices

#### **Main duties and responsibilities**

- To ensure that Wave provides an excellent standard of education for all of its pupils in accordance with statutory and Ofsted requirements with the objective of ensuring that Ofsted under Wave is at least “good” but aiming for outstanding.
- Make and foster relationships with key stakeholders.
- To assist the Principal in managing specific areas of responsibility as designated by the Principal, in formulating the aims, objectives of the academy and establishing the policies through which they are to be achieved

- Be a proactive and effective member of the senior leadership team and undertake any professional duties, reasonably delegated by the Principal
- To ensure Wave culture, policies and frameworks are embedded and adhered to at the academy.
- To drive improvement of the academy, empowering all pupils and staff to excel.
- Adhere and promote the values of Wave and focus on providing an excellent education for the pupils in the academy.
- Lead by example with integrity, creativity, resilience and clarity whilst drawing on your own expertise and skills.
- Play an active role in creating an ethos within the academy whereby all staff are motivated and supported to develop their own skills and subject knowledge.
- Develop effective relationships with fellow professionals and colleagues and other public services to improve academic and social outcomes for all pupils.
- Deputise for the Principal as appropriate.

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Understand their role in order to be able to work collaboratively with Principal
- Establishing constructive relationships and communicating with other agencies/professionals
- Create, maintain and develop positive and effective working relationships both with and between young people, colleagues, parents and carers, governors, trust members and other stakeholders
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Develop relationships with other schools & academies to ensure smooth transitions for pupils.

#### **Developing Self & Others**

- Working with the Principal, undertake key activities related to professional, personnel/HR issues
- Induct and retain staff of the highest quality to the academy
- encourage and support staff within the academy in their professional development, working with the Principal to identify appropriate opportunities
- With the Principal manage own professional development and actively engage with and seek out areas for improvement
- Have regard for the well-being of yourself and others, managing your workload to promote a healthy work-life balance and encouraging and enabling others to do likewise

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations and aspirations for yourself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback
- Keep own knowledge and understanding relevant and up-to-date by reflecting on own practice and identifying relevant professional development to improve personal effectiveness

### **Leading Teaching & Learning**

- Work with the Principal to monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of teaching and learning at all times;
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the education community
- Initiate and support research and debate about effective teaching and learning.
- Implement and review strategies which secure high standards of behaviour and attendance and which reflect the Trust's agreed values in their response to the needs of vulnerable individuals.
- Ensure that communication is effective with pupils, parent and carers on any matter relating to learning, progress, behaviour, attendance and any other aspect of academy life;
- using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress;
- implement effective pastoral care systems and behaviours to maximise positive pupil welfare and a shared zero tolerance of bullying and other anti-social activity.

### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the education community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

### Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment</li> <li>HR Experience</li> <li>Experience within an education setting</li> </ul>	
Education & Training	<ul style="list-style-type: none"> <li>QTS</li> </ul>	<ul style="list-style-type: none"> <li>Further qualification relevant to post</li> </ul>
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>Robust self-management skill;</li> <li>organised</li> <li>Able to work under pressure</li> <li>Ability to work on own initiative &amp; within a team. Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.</li> <li>Able to work accurately and with attention to detail</li> <li>Good interpersonal skills</li> <li>Ability to build effective working relationships with a wide variety of individuals</li> <li>Proven high communication skills, oral and written in order to produce detailed reports and memos</li> </ul>	
Any Additional Factors	<ul style="list-style-type: none"> <li>Regular access to a car;</li> <li>Current driving licence;</li> <li>Motor insurance certificate with Business use;</li> <li>Strong team player</li> </ul>	