

Trinity Academy St Peter's

Job Description

Post Title:	Vice Principal
Salary:	L10-L14
Core Purpose:	a) To strategically lead the direction and development of the academy in accordance with the ethos and vision of the Governors and Multi-Academy Trust. b) To raise standards of student attainment and achievement across the academy by: • providing strategic leadership for pastoral, setting clear direction and effective management for the academy as a whole • ensuring all students achieve excellent progression by developing and managing academy-wide systems and processes to track students' progress and ensure relevant intervention strategies are adopted at appropriate times • ensuring the provision of an appropriately relevant and differentiated pastoral curriculum for all students which enables all students to achieve excellent standards in all areas • establishing systems for Quality Assurance to inform the academy improvement plan and establish a positive culture of self-review and improvement • strategically lead the provision for student attendance • leading innovation and development of pastoral and behavioural systems through new technologies and cutting edge research • developing and enhancing the teaching practice of others. c) To effectively evaluate the impact of (b) and strategically plan for improvement by contributing to the management and deployment of all financial and physical resources in the academy. d) To deputise for the Principal e) Strategic development of whole academy use of data f) To strategically develop national initiatives e.g. AfL, Literacy and Numeracy and embed them into academy practice. g) To monitor classroom performance, intervene/support where necessary and evaluate impact.
Reporting to	Principal
Responsible for:	Middle and/or Senior Leaders
Liaising with	CEO, governors, other relevant staff with cross-academy responsibilities, partner primary schools, other academy partners and parents.
Leadership	• To lead the academy in the absence of the Principal. • To be accountable for the achievement, attainment and progression of students across the academy.

- To lead on the development of pastoral care and behaviour systems across the academy, including strategic responsibility for attendance, child protection and safeguarding.
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.
- To provide formal written reports to Governors as and when required.
- To strategically develop the whole academy use of national initiatives to ensure effective planning for future improvements.
- Strategic lead on identified areas of the Academy Improvement Plan
- Line Management of identified Middle Leaders.
- Contribute to developing strategic leadership across the Multi Academy Trust, in conjunction with other senior leaders.

Curriculum

- To take a leading role in developing and creating a modern, innovative, and relevant curriculum to raise aspiration and achievement.
- To create structures to ensure that teaching and learning is innovative and of high quality throughout the academy
- To ensure that key dimensions and themes of Creative Thinking and independent learning are developed across the curriculum
- To contribute to developing a programme of enrichment extending the academy experience beyond the limits of formal teaching

Learning

- To keep up to date with national developments in pedagogy.
- To arrange and conduct 'learning walks' and other learning evaluation strategies in accordance with academy policy.
- To ensure that challenging targets are set, understood and used effectively to raise standards of attainment.
- To develop a culture of independent learning, and establish and develop independent learning for individuals and small groups.
- To ensure that new technologies are introduced and deployed effectively across the academy and that pedagogy embraces and develops with available technologies.

Assessment

- To maintain the robust target-setting and pupil tracking process across the academy.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To provide all relevant bodies with robust information relating to the academy's performance and development.
- To lead on intervention and mentoring strategies.

Staff development

- To undertake Performance Management Reviews and act as reviewer for other academy staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To participate in the academy's ITT programme.
- To support development in learning and teaching within and across curriculum areas through CPD, monitoring and review.
- To support colleagues to be successful in their own leadership role through mentoring, coaching and line management.
- To coordinate mentoring/coaching programmes and lead induction of new staff, GTPs and NQTs.

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| Communication | <ul style="list-style-type: none"> • To ensure that all members of the academy are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders. • To liaise with partner schools, governors and other relevant external bodies. • To represent the academy's views and interests in a professional manner. |
| Management of Resources | <ul style="list-style-type: none"> • To assist the middle leaders to identify resource needs and to contribute to the efficient/effective use of physical resources. |
| Marketing and Liaison | <ul style="list-style-type: none"> • To contribute to academy liaison and marketing activities, e.g. the collection of material for press releases, prospectus and other materials. • To contribute to the development of effective links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective links with external agencies. |
| Pastoral System and Safeguarding | <ul style="list-style-type: none"> • To be accountable for effective and proactive attendance systems. • To oversee the monitoring of student attendance and progress in relation to targets set for each cohort, ensuring that appropriate action is taken where necessary. • To ensure the Behaviour for Learning strategy is implemented in the academy so that effective learning can take place. |
| Operational | <ul style="list-style-type: none"> • To promote teamwork and to motivate staff to ensure effective working relations. |

Other Specific Duties

All SLG will have generic responsibilities, such as a 'hands-on' role in the day-to-day management of the Academy e.g. maintaining a presence around the academy throughout the day. All SLG will also:

- contribute to the strategic leadership and management of the academy in order to develop an ethos and culture of high expectations
- model the ethos and vision for the Academy
- line and performance manage identified staff and teams
- coach and develop the staff and students for which they are accountable.

Many specific responsibilities will require collaborative working with other SLG and middle managers, which the SLG member will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Post Holder Name

_____ Post Holder Signature

_____ Date

PERSON SPECIFICATION

Job Title: Deputy Head		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	• QTS • successful experience working as an Assistant Head / Assistant Principal within a primary setting • an excellent track record of recent, relevant professional development • responsibility for an area of whole school performance • experience of implementing and developing pastoral care in a primary school environment.	• innovative use of resources • working with young people and inner city communities
Leadership & Management	• experience of working as a strong leader and as a member of a leadership team in an educational setting • innovative approaches to working with students, parents, staff and other stakeholders • initiate, lead and manage change programmes • prioritise, plan and organise • direct and co-ordinate the work of others • set high standards and provide a role model for students and staff • deal sensitively with people and resolve conflicts • a commitment to an open and collaborative style of management	• motivate all those involved in the delivery team • liaise effectively with other organisations and agencies
Knowledge & Understanding	• the principles behind the role and its potential for raising standards • the principles and characteristics of effective academies • the principles and practices of strategic and operational planning and delivery • effective review and evaluation procedures • the application of ICT to teaching management and learning	• different methods of consulting with stakeholders • professional and community links • strategies for ensuring equal opportunities for staff, students and other stakeholders
Personal Qualities	• a commitment to inclusive education • evident enjoyment in working with young people and their families	• achieve challenging professional goals

	• empathy in relation to the needs of the academy and the local community • ability to inspire confidence in staff, students, parents and others • adaptability to changing circumstances/new ideas • reliability, integrity and stamina • resilience and perspective • personal impact and presence	• personal ambition and potential for further promotion • intellectual ability and curiosity • determination to succeed and the highest possible expectations of self and others • vision, imagination and creativity
Communication Skills	• communicate the vision of the academy to a range of stakeholders • negotiate and consult fairly and effectively • develop and manage good communication systems • communicate effectively orally and in writing to a range of audiences	• develop, maintain and use an effective network of contacts
Decision and judgement making Skills	• make decisions based on analysis, interpretation and understanding of relevant data and information • demonstrate good judgement in a leadership or management role	• think creatively and imaginatively to anticipate, identify and solve problems
Self-Management Skills	• prioritise and manage own time effectively • work under pressure and to deadlines	• achieve challenging professional goals • take responsibility for own professional development