**Vice Principal- Tyndale Community School**

**Purpose of Post**

To support the Principal in the leadership and management of the school by:

* Determining the vision and strategic direction of the school to ensure school improvement
* Playing a major role in formulating and reviewing the school development plan and the aims and objectives of the school by:
  + Developing and reviewing the policies through which they will be achieved;
  + Leading and managing staff resources to that end;
  + Monitoring and evaluating progress towards their achievement.
* Assisting in the day-to-day running of the school.
* Maintaining a high profile around the school.
* Being a role model for good classroom practice.
* Leading on delegated areas of responsibility.
* Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students.
* Deputising for the Principal in the result of absence or other urgent business.

**Key accountabilities.**

**Strategic Direction and Development.**

* To contribute to a clear vision for an effective school.
* To contribute to the formation, monitoring, evaluation and implementation of the school development plan.
* To contribute to curriculum design and development ensuring that it meets the needs of our students, enables continuity of learning and effective progression of achievement, including all related policies.
* To lead and manage the school’s CPD programme, ensuring that all staff have access to high-quality, sustained professional development opportunities which are aligned to balance the priorities of whole-school improvement, team and individual needs.

**Leadership and Management**

* To inspire, challenge, motivate and empower others to attain challenging outcomes.
* To establish clear expectations and constructive working relationships among staff.
* Act as line manager and mentor to a phase leaders, supporting as appropriate and aiding the development of key documentation and implementation of policy.
* To demonstrate high professional standards.
* To support and assist the principal in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the school.
* To contribute to establishing and sustaining

**Learning and Teaching**

* Play a major part in establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence informed understanding of effective teaching and how pupils learn.
* To ensure that the learning and teaching provided by different Curriculum Streams and Phases form a co-ordinated, coherent curriculum which achieves the best possible outcomes for all.
* Ensure that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents and to aid governors in their future management of the school.
* To contribute to the monitoring and development of learning and teaching and our commitment to academic improvement.
* Analyse whole school data to determine how well the school is performing and assist with target setting as appropriate.
* To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.

**Specific responsibilities and duties**

* To be responsible for collecting and analysing whole data and supporting teachers with using this information to raise standards.
* To Lead the wider curriculum across the school, raising and developing subject leaders.
* To continually monitor and develop the intent, implementation and impact of the school's curriculum, in partnership with the principal, to ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values which will be taught.

Such duties as the headteacher may reasonably direct from time to time, including:

* Covering classes in the absence of class teachers.
* Organising and assisting in the delivery of parent consultation evenings
* Contributing to the gathering and collation of stakeholder views.
* Attending school events and functions, as well as appropriate meetings, with colleagues and parents/carers.
* Assisting with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.
* To actively engage in Performance Management and Continued Professional development to ensure professional skills are kept up to date and further developed.

The postholder must be flexible to ensure that the operational needs of the school are met.

**Person Specification**

| **Category** | **Essential** | **Desirable** |
| --- | --- | --- |
| 1. **Qualifications/ Professional Development** | * + Qualified teacher status * Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning | * NPQH award or Leadership Pathways certification * Experience of working with other schools /organisations/agencies * Experience of leading/coordinating professional development opportunities |
| 1. **Experience** | * + Successful experience of leading one or more subject areas   + Substantial, successful teaching experience   + Successful experience in a leadership and management role | * Teaching experience in at least 2 of the 3 key stages. * Curriculum leadership in one or more core subjects * Experience of teaching in more than one school * Experience of managing a mixture of form entry |
| 1. **Strategic Leadership** | * Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school * Evidence of successful strategies for planning, implementing, monitoring and evaluation school improvement * Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these * Understanding of and commitment to promoting and safeguarding the welfare of pupils | * Knowledge of the role of the governing body * Evidence of having successfully translated vision into reality at whole school level * Strong ongoing understanding of the ofsted framework. |
| 1. **Teaching and Learning** | * A secure understanding of the requirements of the National Curriculum and Early Years development * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring and evaluation of teaching and learning | * Understanding of successful teaching and learning across the entire curriculum across all key stages * Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management * Whole school curriculum leadership * Promoting SMSC of pupils across the curriculum |
| 1. **Leading and Managing Staff** | * Experience of working and leading staff teams * Ability to delegate work and support colleagues in undertaking responsibilities * Experience of performance management and supporting the professional development of colleagues * Understanding of effective budget planning and resource deployment * Leadership of middle management / phase leaders | * Experience of working with governors to enable them to fulfil whole school responsibilities * Successful involvement in staff recruitment, appointment/induction, * Understanding of how financial and resource management enable a school to achieve its educational priorities |
| 1. **Accountability** | * Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors, * Experience of effective whole school self-evaluation and improvement strategies * ~~Ability to provide clear information and advice to staff and governors~~ * ~~Secure understanding of current practice in performance management, including capability~~ | * Experience of presenting reports to governors * Understanding the criteria for the evaluation of finance and budgets * Leading sessions to inform parents * Experience of offering challenge and support to improve performance |
| 1. **Skills, Qualities & Abilities** | * High quality teaching skills * Strong commitment to the mission statement * High expectations of pupils’ learning and attainment * Strong commitment to school improvement and raising achievement for all * Ability to build and maintain good relationships * Ability to remain positive and enthusiastic when working |  |
| 1. **Safeguarding** | * Tyndale Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced CRB check is required for all successful applicants | * Have experience of being a DSL, attending strategy meetings, core groups and multi-agency work. |