

Tynsel Parkes CE Primary Academy



Job Description: Vice Principal

Job details

Salary: L2 – L5

Hours: Full time

Contract type: Permanent

Reporting to: Principal

Main purpose

The Vice Principal, under the direction of the Principal, will:

- Lead whole school strategic areas (specified according to interest and experience)
- Have a timetabled teaching commitment, complying with the teachers' standards and modelling best practice for others
- Contribute to maintaining a safe and purposeful environment for all, including fulfilling the role of Deputy Designated Safeguarding Lead (DSL)
- Ensure the effective day-to-day leadership and operational management of the school

The Vice Principal, under the direction of the Principal, will take a major role in:

- Promoting and upholding our vision and values
- Formulating the aims and objectives of the school
- Leading and managing school improvement, especially in targeted areas as identified on the Academy Improvement Plan
- Staff Appraisal / Performance Management
- School Self-Evaluation
- Data and Assessment
- Managing staff and resources
- Implementing Policies

If the Principal is absent, the Vice Principal will deputise, as directed by the Local Academy Council.

The Vice Principal will also be expected to fulfil the professional responsibilities of a Principal, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Vice Principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community

- › Serve in the best interests of the school's pupils

Duties and responsibilities

Deputy Designated Safeguarding Lead

Under the direction of the Principal, the Vice Principal will:

- › Successfully complete all required Safeguarding training, maintaining up-to-date knowledge and understanding in all aspects of this role
- › Support the Designated Safeguarding Lead to manage all Safeguarding and Child Protection procedures across the school
- › Contribute to Safeguarding and Child Protection Policies in line with National and Local Authority requirements
- › Advise and support staff on child welfare and child protection matters and liaise with relevant agencies including Local Authority, Social Services and Police
- › Represent the school in strategy discussions, inter-agency meetings and contribute to the assessment of children
- ›

School Culture and Behaviour

Under the direction of the Principal, the Vice Principal will:

- › Promote respect and understanding of equality and diversity within a fully inclusive school community
- › Ensure effective working relationships are formed between all staff, and between staff and pupils
- › Maintain a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage exemplary standards of behaviour from pupils, built on expectations and routines that are understood by pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- › Ensure a safe, calm and well-ordered environment for all pupils and staff

Teaching, Curriculum and Assessment

Under the direction of the Principal, the Vice Principal will:

- › Create and maintain an environment which promotes and secures excellent teaching, effective learning, high standards of achievement and behaviour across all subjects and Key Stages
- › Ensure the teaching of a broad, structured and well sequenced curriculum
- › Ensure teaching is underpinned by subject expertise
- › Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and assessment to monitor progress and inform strategy and decisions
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- › Ensure the use of evidence-informed approaches to reading so that all pupils learn to read

- Implement rigorous transparent systems for monitoring teaching and learning so that accurate judgements can be made about school improvement and whole school development
- Liaise with Subject Leaders in order to monitor and evaluate the curriculum, identifying and prioritising areas for improvement within the context of the overall strategic direction of the school

Additional and Special Educational Needs (SEN) and Disabilities

Under the direction of the Principal, the Vice Principal will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the **SEND Code of Practice**
- Work effectively with the SENCo and Leadership Team to oversee the range of intervention strategies employed throughout the school, ensuring resources are targeted correctly towards those children requiring additional support

Organisational Management and School Improvement

Under the direction of the Principal, the Vice Principal will:

- Establish and sustain the school's ethos and strategic direction together with the Governing Board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff wellbeing with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- Co-ordinate the organisation and management of the school timetable, rotas, planned and emergency supply cover to ensure the smooth day-to-day running of the school

Professional Development

Under the direction of the Principal, the Vice Principal will:

- Support the effective systems in place for the Appraisal / Performance Management of all staff
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet identified needs

Governance, Accountability and Working in Partnership

Under the direction of the Principal, the Vice Principal will:

- Appreciate and welcome the role of effective governance
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals, colleagues and parents/carers to improve educational outcomes for all pupils

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 that the Vice Principal will carry out. The Postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree 	<ul style="list-style-type: none"> • Evidence of recent relevant and sustained professional development specifically related to leadership and management
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Successful teaching in either Foundation, Key Stage 1 or Key Stage 2 • Involvement in school self-evaluation and school improvement planning • Demonstrate experience of successful line management and staff professional development 	<ul style="list-style-type: none"> • Experience in Core Subject Leadership • Experience of working with SEND and disadvantaged children • SEND co-ordinator qualification • Experience and success in leading and managing whole school initiatives. • Teaching experience in at least 2 of the 3 Key Stages
Safeguarding	<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children • Up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and safeguarding children e.g. KCSIE • Evidence of working with relevant agencies to protect children. 	<ul style="list-style-type: none"> • Safeguarding Qualifications • Experience as a Safeguarding Lead in a Primary School

Strategic Leadership	<ul style="list-style-type: none"> • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Assessment and Data analysis skills, and the ability to use data to set targets and identify areas for improvement • Ability to provide clear information and advice to Governors. 	<ul style="list-style-type: none"> • Understanding of school finances and financial management • Understanding of site management and Health & Safety issues
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to School Leadership & Management, Curriculum, Teaching & Learning 	<ul style="list-style-type: none"> • Experience of leading/coordinating professional development opportunities for all staff • Ability to identify own learning needs and to support others in identifying their professional development needs
Teaching and Learning	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • 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 • Secure knowledge of statutory requirements relating to Primary Curriculum and Assessment 	<ul style="list-style-type: none"> • Mentoring of staff to bring about significant and timely improvement to performance.
Skills and Qualities	<ul style="list-style-type: none"> • Highly effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • A commitment to getting the best outcomes for all pupils and promoting the values of the school • Ability to work under pressure, prioritise, analyse and meet deadlines • Ability to listen and act upon advice, demonstrating a willingness to learn and improve own practice • Commitment to maintaining confidentiality at all times 	

This job description may be amended at any time in consultation with the post holder.