

## Job description: Academy Vice Principal

### Employment details

Job title:	Academy Vice Principal
Reports to (job title):	Principal
Type of position:	Permanent
Hours of work:	Full time starting September 2023
Level and scale point:	L10-16

The duties outlined in this job description are in addition to those covered by the latest SchoolTeacher's Pay and Conditions document.

### Job Purpose

<ul style="list-style-type: none"> <li>To be an outstanding teacher and leader of Teaching and Learning across EYFS and Key Stage 1</li> </ul>
<ul style="list-style-type: none"> <li>In partnership with the Principal, to be responsible and accountable for securing the highest standards of pupil achievement throughout EYFS and Key Stage 1, through effective curriculum design, monitoring, evaluation and review of learning progress, and setting targets for improvement.</li> </ul>
<ul style="list-style-type: none"> <li>To support the SENCO in the leadership and management of SEND across school.</li> </ul>

### Areas of responsibility:

<b>1. Strategic direction and development of the school</b>
<ul style="list-style-type: none"> <li>The Vice Principal will assist the Principal in developing a strategic view of the school - both internal needs and within its community; and in analysing and planning for its future needs and further development within the local and national context.</li> </ul>
<b>In partnership with the Principal assist in:</b>
<ul style="list-style-type: none"> <li>Leading by example, providing inspiration and motivation for the pupils, staff and parents, supporting the vision, purpose and leadership of the school - ensuring that truly every child matters</li> </ul>
<b>Working with the staff and parents to:</b>
<ul style="list-style-type: none"> <li>Provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, mental and physical development, and preparing them for the opportunities, responsibilities and experiences of future life</li> </ul>



<ul style="list-style-type: none"> <li>Implement the school development plan and annual development plans underpinned by sound financial planning, management and organisation to secure whole school improvement.</li> </ul>
<ul style="list-style-type: none"> <li>Work with others to formulate and demonstrate the overall aims and objectives of the school in accordance with the strategic plan</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that policies and practices take account of national, local and school data and inspection and research findings</li> </ul>
<ul style="list-style-type: none"> <li>Monitor, evaluate and review the effects of policies, priorities and performance of the school in practice</li> </ul>
<ul style="list-style-type: none"> <li>Implement the Governing Body's policies on Equal Opportunities and Inclusion for all staff and pupils ensuring that all those involved in the school are committed to its improvement drive, its ethos and aims, that they are motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school</li> </ul>
<ul style="list-style-type: none"> <li>Assume responsibility for the discharge of the Principal's functions at any time they are not in school.</li> </ul>
<p><b>2. Teaching and Learning</b></p>
<p>The Vice Principal should demonstrate outstanding teaching to enable all pupils to make good progress: learning should be of the highest quality: the VP should be an exemplar of high quality teaching in school.</p>
<p><b>In partnership with the Principal assist in:</b></p>
<ul style="list-style-type: none"> <li>Creating and maintaining exemplary behaviour that promotes and secures good teaching, effective learning and high standards of achievement;</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring that pupils develop learning skills and an understanding of how they learn in order to learn more effectively and with increasing independence;</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils at school;</li> </ul>
<ul style="list-style-type: none"> <li>Developing effective links with the wider community, to extend the curriculum, and enhance teaching and learning;</li> </ul>
<ul style="list-style-type: none"> <li>Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development;</li> </ul>
<ul style="list-style-type: none"> <li>Promoting extra-curricular activities in accordance with the educational aims of school.</li> </ul>
<p><b>3. Leading and Managing staff</b></p>
<p>The Vice Principal should assist the Principal in effective leadership of the school, particularly the teaching and management of staff - supporting each staff member's professional development.</p>
<p>The Vice Principal should act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.</p>
<p><b>In partnership with the Principal assist in:</b></p>
<ul style="list-style-type: none"> <li>Maximising the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and pupils;</li> </ul>
<ul style="list-style-type: none"> <li>Developing good working relationships with the governors, staff, pupils, parents/carers, community, the MAT and the LA;</li> </ul>
<ul style="list-style-type: none"> <li>Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals;</li> </ul>
<ul style="list-style-type: none"> <li>Implementing and sustaining effective systems for the management of staff performance, incorporating performance management;</li> </ul>
<ul style="list-style-type: none"> <li>Leading and continuing professional development of staff through example;</li> </ul>

- Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation;
- Ensuring the staff and children understand and have the skills to develop their own learning;
- Leading and managing the staff in ways that reflect the school's vision, aims and policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers, including those for Headteachers.

#### 4. Efficient and effective deployment of staff and resources

The Vice Principal will work with the Principal to ensure that the deployment of all staff, finance, resources, time and energy should reflect the school's aims and the needs of all pupils.

In partnership with the Principal assist in:

- Participating in the recruitment and selection of the highest quality teaching and non-teaching staff who are willing to contribute to the ethos of school;
- Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided;
- Managing and organising the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations;

#### 5. Accountability

The Vice Principal should, in liaison with the Principal, recognise their responsibilities to all stakeholders involved in the life of Underwood West Academy.

In partnership with the Principal assist in:

- Creating and developing an organisation in which all the members of the school recognise that they contribute to the success of the school;
- Ensuring that parents/carers and pupils are well-informed about the attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement
- Carrying out any such duties as may be reasonably requested by the Principal.

#### 6. School specific responsibilities

The Vice Principal will take specific and direct responsibility for aspects of teaching, leadership and management.

- Provide vision, leadership and direction for the school which inspires and motivates pupils, staff and other stakeholders and creates and maintains a highly positive school culture
- Contribute to the creation of a positive Academy ethos, in which every individual is treated with dignity and respect and the safety and welfare of children is paramount
- Lead delegated areas of the school improvement plan, taking full responsibility for an identified area each year
- Provide a model of outstanding teaching, coaching and supporting teaching staff as appropriate
- Secure high standards of progress and attainment throughout EYFS and Key Stage 1.
- Support the pastoral care and behaviour management throughout EYFS and Key Stage 1.

<ul style="list-style-type: none"> <li>• Lead the performance management of agreed members of staff</li> </ul>
<ul style="list-style-type: none"> <li>• Be proactive in day to day interaction with the Principal</li> </ul>
<ul style="list-style-type: none"> <li>• Establish effective partnerships as appropriate with members of the Aspire Trust team, other academies within the Aspire Educational Trust, other local schools, the wider community and services agencies and agencies for pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Attend and contribute to SLT meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Deputise in the absence of the Principal, undertaking professional duties to ensure the smooth running of the school</li> </ul>
<ul style="list-style-type: none"> <li>• Attend governor meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Attend out of school hours events</li> </ul>
<ul style="list-style-type: none"> <li>• Promote work within the community</li> </ul>
<ul style="list-style-type: none"> <li>• Lead assemblies</li> </ul>
<ul style="list-style-type: none"> <li>• Work with the Principal to undertake self-evaluation reviews and prepare the SDP</li> </ul>
<ul style="list-style-type: none"> <li>• Oversee and organise cover as required within EYFS and KS1.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the positive transition between stages within stages in EYFS and Key Stage 1.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage the efficient and effective completion of all assessments that take place within EYFS and Key Stage 1.</li> </ul>
<ul style="list-style-type: none"> <li>• To lead and co-ordinate the Academy's approach to raising the achievement of disadvantaged students (pupil premium) throughout EYFS and Key Stage 1.</li> </ul>
<ul style="list-style-type: none"> <li>• Use the Academy's data to analyse results and the information obtained to hold phase leaders and class teachers to account and report to the MAT and Governing Body as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Work alongside the other Vice Principal in the development of robust systems that ensure moderation of data processes are embedded and lead to the confident delivery of termly data reports.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor the progress and analyse the results for specific groups of pupils within EYFS and Key Stage 1 and report on their progress and achievement, actioning with appropriate staffing and timely interventions</li> </ul>
<ul style="list-style-type: none"> <li>• Support the leadership and management of SEND across school.</li> </ul>
<ul style="list-style-type: none"> <li>• Effectively liaise with other senior leaders to support the successful day to day organisation across EYFS and Key Stage 1</li> </ul>
<ul style="list-style-type: none"> <li>• To plan and develop the new nursery provision ensuring the best possible experiences and outcomes for all.</li> </ul>

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.



Person Specification

	Essential	Desirable
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS).</li> <li>• Educated to A-level or above, including a minimum of GCSE (or equivalent) grade C in maths and English</li> <li>• Evidence of recent and relevant further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training</li> <li>• SENCO leadership qualification</li> <li>• Continued CPD linked to leadership/SEND</li> </ul>

<p>EXPERIENCE</p>	<p>The successful candidate will have</p> <ul style="list-style-type: none"> <li>• Teaching and leadership experience in Early years and KS1</li> <li>• Demonstrable experience of monitoring and evaluating teaching.</li> <li>• Experience monitoring and recording pupils' academic development.</li> <li>• Experience of working within a senior leadership team to develop the quality of teaching and learning within a school</li> <li>• The ability to demonstrate a passion and drive for improving teaching and learning that inspires and enthuses colleagues and children.</li> <li>• The ability to provide a model of outstanding teaching, coaching and supporting teaching staff as appropriate across EYFS and KS1</li> <li>• A proven record of ensuring positive progress in English and Maths across EYFS/KS1</li> <li>• The ability to drive high levels of attainment at the end of KS1/EYFS</li> <li>• The ability to support the pastoral care and behaviour management of children including those with SEND.</li> <li>• The ability to work effectively as part of a senior leadership team</li> <li>• Experience of effectively tackling under performance of staff and pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching nursery age children</li> <li>• Experience and understanding of the provision for 2 years olds within a school setting</li> <li>• Experience of either being a SENCO or working within a SENCO team .</li> <li>• Experience of teaching phonics using a DfE approved scheme</li> <li>• Experience of leading the implementation of a DfE approved phonics scheme</li> </ul>
<p>KNOWLEDGE AND SKILLS</p>	<p>The candidate will have the ability to;</p> <ul style="list-style-type: none"> <li>• Demonstrate a passion and drive for improving teaching and learning that inspires and enthuses colleagues and children.</li> <li>• Provide a model of outstanding teaching, coaching and supporting teaching staff as appropriate across EYFS and KS1</li> <li>• A proven record of ensuring positive progress in English and Maths across EYFS/KS1</li> <li>• Drive high levels of attainment at the end of KS1/EYFS</li> <li>• Support the pastoral care and behaviour management of children including those with SEND.</li> <li>• Work effectively as part of a senior leadership team</li> <li>• Experience of effectively tackling under performance of staff and pupils</li> <li>• Experience of line managing teaching staff.</li> <li>• Experience of successfully resolving issues with challenging colleagues and parents.</li> <li>• Work effectively with colleagues across school and wider partners.</li> <li>• Good reasoning powers and the ability to make balanced judgements</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of the SEND Code of Practice</li> </ul>

	<p>in a variety of situations</p> <ul style="list-style-type: none"> <li>• Anticipate problems and develop creative solutions</li> <li>• Analyse, understand, interpret and respond to school performance data</li> <li>• A clear understanding of child development and how this contributes to teaching strategies and learning styles</li> </ul>	
<p>PERSONAL SKILLS</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• A current enhanced Disclosure and Barring Service barred list check</li> <li>• Excellent communication skills, both written and verbal</li> <li>• An ability to engage effectively with parents/carers</li> <li>• Demonstrated leadership qualities eg assertiveness, confidence etc</li> <li>• An ability to establish and maintain professional working relationships</li> <li>• An ability to manage and prioritise a demanding workload and that of others if necessary</li> <li>• An ability to manage change and stress as a key member of the senior leadership team</li> <li>• A high level of accuracy and attention to detail</li> <li>• Excellent time management skills and organisation</li> <li>• An ability to model good practice and engage in self reflection</li> <li>• An ability to think strategically and manage problems</li> </ul> <p>The successful candidate will</p> <ul style="list-style-type: none"> <li>• Be flexible, reliable enthusiastic and patient</li> <li>• Be inspiring and influential</li> <li>• Be able to take control, lead and manage situations</li> <li>• Be a consistent model of good practice and behaviour.</li> </ul>	

<b>AET Trust values Expected attitudes and behaviours</b>	The successful candidate will be able to meet the attributes of the Trusts Values:		
	<b>Aspiration</b> <ul style="list-style-type: none"> <li>• Inclusive and respectful to all our colleagues</li> <li>• Keen to keep developing and receptive to change</li> <li>• Reflective and learn from mistakes</li> <li>• Solution focused</li> </ul>	<b>Believe</b> <ul style="list-style-type: none"> <li>• Passionate and have a positive outlook</li> <li>• Confident to share their opinions and ideas and value those of others</li> </ul>	<b>Community</b> <ul style="list-style-type: none"> <li>• Considerate of all</li> <li>• Welcoming</li> <li>• Adaptable</li> <li>• Understanding of the needs of the wider community</li> <li>• Look after our own and each other's well being</li> </ul>

All candidates must be:

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Application forms can be found on our website at [www.aspireeducationaltrust.co.uk](http://www.aspireeducationaltrust.co.uk)

Completed application forms should be returned by email to [head@underwoodwest.cheshire.sch.uk](mailto:head@underwoodwest.cheshire.sch.uk)

Closing date for applications: Friday 17th March 2023

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