

**SAPIENTIA EDUCATION TRUST****WYMONDHAM COLLEGE JOB DESCRIPTION****VICE PRINCIPAL (CURRICULUM & STANDARDS)****PERMANENT, FULL-TIME**

<b>Line Manager:</b>	Principal
<b>Salary:</b>	Points 22 – 25 of the Leadership Scale / £74,283 - £79,949 per annum
<b>Additional Allowances</b>	None
<b>Residential Status:</b>	Non-resident

**THE POST**

The Vice Principal (Curriculum and Standards) will be responsible to the Principal for the oversight of the curriculum including the strategic intent, planning, delivery and its effectiveness on student progress and outcomes at whole College and subject level, working closely with the Vice Principals for Teaching and Learning, and student achievement and progress. In addition, the responsibility for the curriculum will include strategic oversight of the curriculum offer, curriculum structures and population designs. The role will be responsible for the quality assurance of College standards to ensure our students receive a world-class experience. In addition, the post holder will oversee staffing including structures, cover and staff absences working closely with HR. The role will have strategic and operational oversight of College admissions including in year admissions, leavers and alternative provision. They will be a member of the Senior Leadership Team and will participate in the College's assembly and duty rotas.

The Vice Principal (Curriculum and Standards) will be required to undertake Safeguarding training to enable them to become a member of the Safeguarding Team at the College. In addition, the post holder will be expected to complete the 'Safer Recruitment' course to enable them to interview candidates for teaching posts.

Wymondham College is member of the Sapientia Education Trust (SET).

- **PERSON SPECIFICATION**

- **Experience**

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
At least 3 years of senior leadership experience.	Essential
Professional Development in preparation for Senior Leadership.	Essential
A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Experience of improving the quality of teaching through research informed evidence and robust quality assurance.	Essential
Experience of delivering effective whole school CPD.	Essential
Evidenced experience of developing an effective curriculum.	Essential
Experience of strategic quality assurance of educational standards and responding effectively to findings.	Essential
Proven recent successful senior leadership that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with parents, and the wider community.	Essential
Experience of working with external partners on matters relating to the curriculum	Essential
An understanding of 11-18 curriculum issues and planning.	Essential
Successful systems to monitor and evaluate schools' performances.	Essential
Successful systems to monitor and evaluate staff performance.	Essential
An understanding of staffing models and staff recruitment.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
An understanding of timetabling, curriculum structures and population designs.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Strategic financial planning, budgetary management and principles of best value.	Desirable
Working cooperatively with other professionals and institutions.	Desirable

- **Skills**

Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential

Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Essential
Demonstrate 'political' insight and anticipate trends.	Desirable
Demonstrate an understanding of boarding.	Desirable

- **Personal Attributes**

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Understanding of the complex and demanding environment of a boarding school community.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

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## **JOB SPECIFICATION**

### **General Responsibilities**

The Vice Principal (Curriculum and Standards) will be responsible to the Principal for the oversight of the curriculum including the strategic intent, planning, delivery and its effectiveness on student progress and outcomes at whole College and subject level, working closely with the Vice Principals' for Teaching and Learning, and student achievement and progress. In addition, the responsibility for the curriculum will include strategic oversight of the curriculum offer, curriculum structures and population designs. The role will be responsible for the quality assurance of College standards to ensure our students receive a world-class experience. In addition, the post holder will oversee staffing including structures, cover and staff absences working closely with HR. The role will have strategic and

operational oversight of College admissions including in year admissions, leavers and alternative provision. They will be a member of the Senior Leadership Team and will participate in the College's assembly and duty rotas.

In addition, the VP will also be employed as a teacher. This includes the requirement to work on Saturday mornings. Additional holiday entitlement compensates for Saturday morning work.

The post holder will be responsible to the Principal for teaching classes in the College using their skill, experience and best endeavours. A contribution to the wider life of the College is an expectation of all staff and supporting extra-curricular activities.

The post holder will be required to be a member of the Senior Duty Team taking responsibility for critical incident emergency cover in the College at the evenings, at weekends and in the holidays as part of a rota and will contribute to the assembly programme.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Lead on the curriculum to ensure a world class education is provided to all students. This includes:
  - Curriculum intent at whole college and subject level to ensure they complement and reflect the ethos of the College and meet the needs of all our students, including those with SEND
  - Ensure the curriculum is sequenced so that learning is progressive and enables students to revisit and apply their learning
  - Work closely with the VP Teaching and Learning to ensure the curriculum is implemented effectively as intended

- Work closely with the VP for Achievement and Progress to ensure the curriculum is effective in ensuring students achieve well
- Ensure the curriculum is enhanced to support the holistic development of students through strategically planned enrichment
- Ensure the curriculum offer is ambitious and meets the needs of the students
- Ensure the curriculum is effectively structured and financially viable through intelligent timetabling, population designs and staffing
- Lead Heads of Department in the development and delivery of their curriculum, including enrichment
- Lead on the quality assurance across the college to ensure excellent standards are met and students receive an exemplary experience
- Oversee the teaching staff at the College to ensure that the curriculum is effectively staffed
- Oversee staff absence including the monitoring and reporting of staff absence, and cover, working closely with HR
- Ensure the curriculum is sufficiently staffed, making evidence-based recommendations to the Principal
- Oversee the induction of students into the College, including annual and in year admissions to ensure a smooth educational transition
- Oversee students that leave the college to ensure they are well supported, and appropriate advice and guidance and provision is in place, reporting to external agencies as required.
- Oversee, monitor and review alternative provision to ensure it is appropriate and fit for purpose
- Be responsible for the development and review of relevant policies in line with Trust and DfE guidance and statutory requirements
- Attend Trust meetings and provide reports as required;
- Participate in the College programme of Performance Management and Continuing Professional Development.
- Departmental line leadership responsibilities
- Undertake other reasonable duties as directed by the Principal.

### **Safeguarding Responsibilities:**

- Undertake the responsibilities of an Alternate Designated Safeguarding Lead for Safeguarding and be part of the Safeguarding Team as required

### **REMUNERATION**

#### Salary Details:

- Points 22 – 25 of the Leadership Scale / £74,283 - £79,949 per annum

All payments are pensionable under the Teachers' Pension Scheme.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

### **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.