



Job Description

General Information

Job Title: Assistant Vice Principal JD Code: JDL01

Reports to: Vice Principal

Line Management:

The post holder will be accountable to a Vice Principal for all initiatives related to this post.

Job Purpose:

To support the school in its aim to become the best school in the country and deliver Exceptional Values, Exceptional Learning and Teaching and Exceptional Achievement. To lead on whole school responsibilities to improve student progress and achievement and act as the Senior Leader Link to a subject(s) and a year group.

Job Accountabilities:

The successful candidate will contribute to ensuring the highest possible standards and student outcomes across the school.

As Assistant Vice Principal, the post-holder will be responsible for;

- Standards, Behaviour & Safety, Leadership, Teaching and Learning, and Achievement in designated faculties or departments.
- Whole school initiatives to be agreed, depending on the strengths of the successful candidate.

As a member of the Senior Leadership Team;

Strategic Direction and Development

- Support and communicate the shared vision and strategic direction so that it shared and understood, defined and implemented by all stakeholders.
- Support the School Development Plan and reviews, and contribute to the cycle of continuous school improvement.
- Lead by example and provide inspiration and motivation to the whole school community. Articulate the school ethos, which promotes excellent progress and attainment within an inclusive, caring and safe environment.
- Play a key role in raising achievement and aspiration, ensuring the school achieves its performance targets and the best outcomes for its students.
- Challenge, motivate and empower others to attain ambitious outcomes.



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- Be aware of the changing educational environment and take account of national and local data, and the OFSTED inspection framework.

Raising Aspiration, achievement, progress and attainment

- Be a role model to others and deliver excellent outcomes for the students you teach.
- Lead others to have the highest aspirations for young people and challenge low expectations.
- Secure excellent achievement, including student progress and attainment, across areas of responsibility.
- Support and develop a culture of engagement across the school.
- Support and promote a culture of continuous improvement, using interpretation of data, and effective planning and provision so all students can achieve.
- Effectively support systems for monitoring the quality of learning and teaching.
- Support the effective systems of communicating with students, parents, staff and governors.

Leading Teaching, Learning and Assessment

- Secure the highest standards of Teaching and Learning across areas of responsibility.
- Implement the curriculum policy, promoting a learning experience that meets the needs of the students.
- Support effective teaching and learning with a culture of high standards and aspirations.
- Ensure that opportunities are available that support every student to develop and build self esteem.
- Promote and encourage creativity and innovation in pedagogy.

Develop Self and Others

- To lead, motivate, challenge and develop all staff in the teams you are responsible for, to ensure that the school can maximise potential.
- Support a collaborative culture which positively embraces change and progression through effective teamwork and empowerment.

Managing the Organisation

- Support the maintenance of effective systems for safeguarding all students in school and working with external agencies as required.



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- Lead by example, be personally visible and committed, whilst adopting a strong flexible leadership style.
- Communicate openly with the SLT, with requested reports and updates on a regular basis.
- Ensure students, including targeted groups, are continually making excellent progress and achieving across the school.
- Deputise for the Principal as and when required.

Securing Accountability

- Line manage a group of staff, undertaking their appraisal.
- Support and implement the engagement of all stakeholders including parents and the community.
- Carry out other management responsibilities or tasks allocated.

Strengthen the Community

- Actively support and promote cohesion in the wider community, promoting a range of provision within and outside school, designed to break down social economic and cultural barriers.
- Maintain and promote positive behaviour and anti-bullying within school and the community.
- Support the wellbeing of students ensuring safety both in and outside of school.

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

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status. • GCSEs grade A* - C, including English and Mathematics. or equivalent qualifications. • Evidence of appropriate professional development in preparation for a leadership role. 	
B. Skills and abilities	<ul style="list-style-type: none"> • Model excellent classroom practice and support others to improve. • Relate to and motivate students. • Possess good behaviour management strategies. • Ability to communicate a vision and inspire others 	
C. Knowledge and Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Involvement in school self-evaluation and development planning • Line management experience • Experience of successful teaching as evidenced by adding value to student achievements. • Have a thorough working knowledge of the curriculum as it relates to this subject. • Knowledge of examination syllabus requirements in specialist subject(s) at KS4. • Good level of ICT literacy, including good working knowledge of Microsoft Office and email. 	
D. Personal qualities	<ul style="list-style-type: none"> • Able to communicate effectively with colleagues and to deal politely and tactfully with a wide range of people. • Ability to work as part of a team. • Reliable, honest and trustworthy. 	
E. Approach to work	<ul style="list-style-type: none"> • Committed to safeguarding the welfare of young people. • Ability to plan own work and work on own initiative. • Ability to prioritise work to achieve deadlines. 	

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;



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In addition, the post holder should have the ability to:

- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.