



Job Description

General Information

Job Title: Vice Principal

JD Code: JDL02

Line Management:

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

Job Purpose/Summary:

To support the school in its aim to become a World class school in teaching, learning and training. To lead and take responsibility for designated projects.

Key Tasks and Accountabilities:

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

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

- Whole school initiatives to be agreed, depending on the strengths of the post holder.

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.
- To play a major role, under the direction of the Principal, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Lead by example and provide inspiration and motivation to the whole school community. Articulate the school ethos, which promotes high levels of progress and attainment within an inclusive, caring and safe environment.
- Play a key role in raising attainment 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.
- Be aware of the changing educational environment and take account of national and local data, and the OFSTED inspection framework, and how other institutions are affecting change and transformation.



Raising Aspiration, Achievement and Attainment

- Use national, local and school data effectively to analyse and evaluate student progress; plan and implement effective interventions to support students. Monitor and evaluate the subject student progress targets to make a measurable contribution to whole school targets.
- Ensure we close any gaps between different groups of students.
- Support and develop a culture of engagement across the school.
- Address, and support others to address, the needs and aspirations of all students by personalised learning and mentoring.
- 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 Learning and Teaching

- Support the Principal to implement the curriculum policy, promoting a learning experience that meets the needs of the students.
- Monitor and review 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, engaging all staff in the creation, consistent implementation and improvement of the curriculum, to meet key school objectives.
- Provide an example of 'excellence' as a classroom practitioner and inspiring and motivating other staff.
- Have the personal pedagogical understanding which inspires learners to achieve well, relative to their prior attainment and to make progress as good as, or better than, similar learners nationally.

Develop Self and Others

- To lead, motivate, challenge and develop all staff to ensure that the school can maximise potential.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support a collaborative culture which positively embraces change and progression through effective teamwork and empowerment.



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- Be committed to your own professional development, regularly attending any relevant training and development activities both within and outside school.

Managing the Organisation

- Support the maintenance of effective systems for safeguarding all students in school and working with external agencies as required.
- Lead by example, be personally visible and committed, whilst adopting a strong flexible leadership style.
- Communicate openly with the Principal, with requested reports and updates on a regular basis.
- Ensure students, including targeted groups, are continually making progress and achieving across the school.
- Publicly support all decisions of the Principal and Governing Body.
- In consultation with, and by the direction of the Principal, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.
- Work with the Principal to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Principal to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Deputise for the Principal as and when required.

Securing Accountability

- Work with the Principal to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, Directors and the DfE; ensuring that students enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community.
- 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.



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- Work with the Principal to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Liaise effectively with all stakeholders, including parents, students, feeder schools, partner secondary schools, the Wade Deacon Trust schools, business and community partners, and the wider community, as appropriate to designated strategic responsibilities.
- Share knowledge and expertise with other schools in the Wade Deacon Trust to support and improve student achievement, promote innovative initiatives and contribute to the wider development of the Trust, as appropriate to designated strategic responsibilities.
- Promote the values and achievements of the school to the community.

Teaching

- Carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers.

Other duties

- Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Vice Principal's work programme will be negotiated and agreed at the beginning of the performance management cycle. You will undertake such reasonable activities as the Principal and Governors may, from time to time require.

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"> • Qualified teacher status • Experience of successful teaching as evidenced by adding value to student achievements 	<ul style="list-style-type: none"> • Experience of successful teaching as evidenced by adding value to student achievement at KS4 • Evidence of appropriate professional development
B. Skills and abilities	<ul style="list-style-type: none"> • Have a thorough working knowledge of the curriculum as it relates to this subject 	<ul style="list-style-type: none"> • Understand how ICT can be used to enhance students' learning • Knowledge of examination syllabus requirements in specialist subject(s) at KS4
C. Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrate excellent classroom practice • Relate to and motivate students • Have commitment to raising standards and achievement of all students • Possess good behavior management strategies 	
D. Personal qualities	<ul style="list-style-type: none"> • Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively 	
E. Approach to work	<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • The willingness to take and use advice 	

Once in post, the Vice Principal will:

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

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

- vocalise the school's vision and aspiration to be a World class school;
- be flexible to adapt to change;



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- have excellent attendance;
- be a role model and act as an ambassador for the School 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.