



JOB DESCRIPTION

NAME:

POST: Vice Principal – Quality of Education

GRADE: L16 – L20

RELATIONSHIPS:

The post holder is accountable to Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The Vice Principal is accountable to the Principal for ensuring the educational success of the Academy within the overall framework of the Trust's strategic plan as well as the individual Academy Improvement Plan (AIP).

The Vice Principal is accountable for supporting the Principal to develop and ensure the quality of curriculum, teaching and learning and assessment to ensure the very best outcomes for our learners. The postholder should create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work.

MAIN DUTIES & RESPONSIBILITIES:

The Vice Principal would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

The Vice Principal, working in partnership with the Principal and Assistant Vice Principal's, will be responsible for:

Leading Curriculum Development

- Oversee curriculum design and implementation, in line with the National Curriculum, up to date research and exam board information.
- To work with the wider team to develop an effective timetable.
- Organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act on areas of improvement.

Leading Teaching & Learning

- Effectively implement Trust policy as agreed with the Principal.
- Secure and sustain effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include pupils with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement.
- Provide an example of excellence as a leading classroom practitioner to inspire and motivate other staff.
- Promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic).
- Ensure that a high quality educational experience is available for all children and young people.
- Build a personalised curriculum with individualised learning support.
- Develop an inclusive and supportive approach so that the Academy is a place where all pupils feel welcome.
- Ensure that effective and appropriate pastoral and spiritual support is available to pupils.
- Establish creative, responsive and effective learning in all curriculum areas.
- Establish a flourishing enrichment programme.
- Ensure the successful creation, implementation and development of extra and cross curricular activities to enrich and broaden pupils' experience.
- Create a culture of challenge, support and high expectations.
- Use pupil performance data to guide and inform parents/carers as required.

Raising Standards

- To ensure management of the whole school MIS is effective and information collected is used to good effect.

- To ensure good outcomes for pupils by leading on assessment, tracking and monitoring of pupils' progress
- To ensure that whole academy Assessment and Reporting is delivered effectively
- To be responsible for target setting, ensure standards in Year 10 and 11 are consistent with expectation and to be at least in line with national averages.
- Ensure effective feedback to parents to ensure that they are informed of their children's progress.
- To ensure the timetable reflects the school's strategic curriculum priorities and prepares the pupils well for the next stage of education or employment.
- To ensure the Pupil Premium and Catch up funding plans are reviewed and evaluated.
- To lead and support faculty leaders and subject leaders to enable them to implement the curriculum with an impact on positive pupil progress.
- To ensure appropriate intervention to promote high attainment and progress, especially for disadvantaged pupils.
- Manage the recruitment and deployment of supply staff.

Leading the Organisation

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the Academy.
- Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Ensure critical evaluation of the Academy's performance.
- Ensure that communication channels exist, enabling all staff to receive the information they need in order to carry out their professional duties effectively.
- Ensure structures deliver pupil progression, attainment and achievement.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff.
- Implement the Trust performance management framework for line-managed staff.
- Ensure the Academy environment is of a high standard and reflects the aspirations of the community.

- Ensure effective use of financial, technological and other resources.

Managing the organisation

- Work with the Principal to recruit and retain staff of the highest quality.
- Work with the Principal to deploy all staff effectively in order to improve the quality of education provided.
- Manage and monitor the curriculum of the Academy within the agreed delegated budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- Take responsibility for the collection and analysis of data commensurate to role and provide to Principal within set deadlines.
- Support the Principal to manage and organise the accommodation of the Academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Ensure that the allocation and use of accommodation within the Academy provides a positive learning environment that promotes the highest achievement for all.

Shaping the future (Strategic Leadership)

- Under the leadership of the Principal implement the shared vision and strategic plan for the Academy which is responsive to the communities it serves. At the core of this will be the educational, personal and spiritual development of the pupils.
- Work with the Principal and staff to ensure synergy between the Trust vision and the Academy vision and strategy.
- Work with the Principal to develop and implement a specific Academy AIP underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing school improvement.
- Ensure that raising aspirations, achievement and attainment are achieved through an inclusive, sustainable and innovative lifelong education environment.
- Develop positive relationships and collaborative partnerships with Authentic Education.
- Develop positive and sustainable relationships with local academies, schools and other education providers to raise standards within and beyond the Academy.
- Secure the commitment of parents and the wider community to the vision and direction of the Academy.

- Work with all stakeholders to generate enthusiasm and commitment.
- Challenge, motivate and empower others to attain ambitious outcomes.

Raising aspirations, achievement and attainment

- Articulate and ensure the Academy has the highest ambition for the progress, attainment and spiritual development for every child, placing social justice at the heart of the Academy's work.
- Address the needs and aspirations of each pupil through personalised learning and mentoring.
- Use assessment data to set and monitor challenging targets.
- Challenge practice to ensure a stimulating learning environment.
- Ensure academy-wide priorities are consistently and effectively implemented.

Securing Accountability

- Report to the Principal to allow her to meet her responsibilities.
- Ensure all staff they lead have clearly defined responsibilities and accountabilities.
- Establish strong teaching and learning and behaviour management.
- Support the Principal to implement robust Academy self-evaluation and quality assurance procedures.
- Establish mechanisms for reporting to all key stakeholders at agreed intervals within areas of specific responsibility.

Supporting the Work of the Authentic Education

- Create strong partnerships with the Trust.
- Be a positive and active member of the Academy SLT.
- Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the Trust and support other staff participating in Trust work.
- Participate in the Trust and sector-wide activities in order to share best practice, contribute to the development of the Trust strategies as appropriate and policies and promote the Academy and the Trust in a local and national context.

Leading in the Community through Collaboration

- Create and maintain an effective partnership with parents/ carers.
- Develop community engagement, promoting a continuous culture of change and nurturing creativity for all.
- Strengthen the Academy's positive image in the wider community.
- Develop the Academy's extended school provision.

- Actively support the diversity of the Academy's communities and pupils.

Developing self and working with others

- Treat everyone within the Academy fairly and equitably.
- Develop a culture of personal accountability and responsibility that recognises both excellence and supports appropriate strategies to deal with under performance.
- Ensure a high standard of professional learning, including joint practice development for all staff and for self to motivate and enable all staff to carry out their roles to the highest standard based on assessment of need.
- Work with all staff to build creative, effective teams.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the Academy.
- Develop the capacity of staff, through coaching and other appropriate means.

GENERAL:

- To promote and support AE's culture of "Together we are... Courageous, Innovative, Excellent" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with, in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

Together we are... Courageous, Innovative, Excellent