

Vice Principal Job Description

Post: Vice Principal

Salary: Leadership range

Contract type/term: Full time permanent

Responsible To: Principal

Purpose of Job:

- To assist the Principal in the leadership and management of the school and in all aspects of school improvement;
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Principal;

Specific Responsibilities:

To play a major role under the direction of the Principal in formulating the aims and objectives of the school.

- To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest standards of teaching, learning and student discipline;
- To provide effective leadership and management to teams of staff, as agreed with the Principal;
- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision (Standards and Enrichment), as agreed with the Principal and governing body;
- To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering CPD and working with individuals and teams in a variety of professional development activities;
- To assist the Principal in school self-review and evaluation and in the effective planning and management of school resources to secure improvements;
- To provide guidance and support to phase leaders and other staff in order to improve the quality of teaching and learning;
- To assist the Principal in all aspects of the day-to day administration and organisation of the school, as agreed with the Principal;
- To participate in recruitment and selection, as agreed with the Principal;
- To deputise for the Principal in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- To carry out teaching duties, as agreed with the Principal, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class or classes;
 - Taking responsibility for the development and monitoring of a curriculum area(s) or whole academy curriculum aspect(s) as deemed necessary for the academy at any time;
 - Supporting the Principal in the monitoring of the quality of teaching and students' achievements including the analysis of performance data;

Believe, Succeed, Together

- To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work
 - Organising and delivering training, as needed, to groups of school staff;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
- To undertake a significant role in maintaining a high standard of students' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary;
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take whole school assemblies and to support other staff with assemblies;

The successful candidate will be:

- An experienced and highly effective Senior Leader, with an excellent track record of senior leadership and of teaching and leading in their own subject.
- Someone who passionately believes that all children can achieve, no matter what their starting point, background or needs. Someone that does not make excuses for what children can achieve.
- Ambitious for themselves, planning to develop the skills and gain the experience for future headship.

Person Specification

Qualifications and Training

- A graduate, with QTS;
- To have evidence of continuing and recent professional development relevant to the post.

Knowledge and Understanding Relevant to the Job

- Knowledge of equality of opportunity issues and how they can be addressed in schools;
- An excellent understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for all children;
- A good understanding of effective leadership and management in relation to raising students' attainment and school improvement;
- An understanding of the importance of the culture and ethos of a school in securing high standards and of strategies for improving these;
- Good understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level, in accordance with the school's policy;
- Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all students;
- Good up to date understanding of safeguarding and child protection issues and procedures;
- Good understanding of statutory requirements upon schools;
- An understanding of the role of parents and the community in school improvement and how this can be promoted and developed.

Experience Relevant to the Job

- Recent, significant and successful experience as a member of a senior leadership team;
- A proven track record of raising standards in achievement;
- Successful experience of improving the quality of teaching and learning, through processes of monitoring and support;
- Significant and successful experience of leading aspects of the curriculum at whole school level;
- Experience of contributing to school improvement, as a member of a senior leadership team;
- Experience of supporting/mentoring colleagues in order to secure school improvement;
- Experience of developing and leading staff development programmes for teachers and other staff;
- Experience of initiating and implementing strategies to improve parental involvement in their children's learning.