

# Job Description



Job title	<b>Vice Principal</b>	Contract	<b>Permanent</b>
Department	<b>SLT</b>	Reports to	<b>Principal</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Vice Principal takes a central role in the Senior Leadership Team, supporting the Principal and Governing Body to develop our school in accordance with its shared values and our school development plan.

## Person specification

Qualified teacher status	Essential
The ability to lead and manage a team effectively and work with other professionals and agencies	Essential
Ability to deliver well planned, organised and effective lessons	Essential
The ability to lead, model and manage positive behaviour, good order and assertive discipline	Essential
The ability to manage school information and data for recording, monitoring, evaluation and reporting	Essential
Experience in leading curriculum development and manage innovation and change	Essential
Know how to use information and data to set targets, raise attainment and achievement	Essential

An understanding of how children and young people learn, develop and progress through life stages and events	Essential
Exceptional interpersonal skills	Essential
Evidence of continuing professional development	Essential
National Professional Qualification	Desirable
Evidence of leading whole school initiatives	Desirable
Consistently demonstrate the skills of an excellent teacher	Essential
The ability to interest, encourage and engage students and staff	Essential
Enable students and staff to develop the skills to work independently and collaboratively	Essential
A commitment to raising achievement	Essential
The ability to work as part of a wider team in planning and implementing all aspects of the curriculum	Essential
The ability to work within the framework of national and whole school policies to ensure consistency of practice	Essential
The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process	Essential
A commitment to further your own professional development and to the principle of continuous improvement	Essential
A proven track record of recent and successful class teaching in an 11-16 school	Essential
Good understanding of current theory and practice of best practice in teaching and learning	Essential
Extensive knowledge of the National Curriculum	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools	Essential
An understanding of and a commitment to safeguarding students at the Academy	Essential

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Is aware of and understands the ELAT Vision, Mission and Values</li> <li>■ Can clearly articulate how The Brittons Academy fits into the ELAT family</li> <li>■ Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.</li> <li>■ To fulfil all of the responsibilities and duties required by the Academy’s policies on Curriculum, Learning and Teaching and to monitor, review and rewrite policies as required</li> <li>■ To ensure that the strategic objectives of the Academy are reflected in the work and development of the faculty and in the practice of the teaching Staff.</li> <li>■ To contribute as a senior member of staff to the maintenance of the Academy’s ethos and standards</li> </ul>
Planning	<ul style="list-style-type: none"> <li>■ Carrying out relevant strategic planning within the cycle and of agreed school procedures, and monitoring, evaluation and reporting planning outcomes</li> <li>■ Managing relevant resources, including designated budgets efficiently and effectively in accordance with the financial regulations of the school.</li> <li>■ Work alongside the Principal, staff and governors, in the development, implementation and review of school improvement plans. This will include regular monitoring and evaluation of standards and quality of provision.</li> <li>■ Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice, coaching and mentoring for teaching and learning staff.</li> <li>■ Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.</li> <li>■ To make sure that consistent, inclusive and differentiated long term, medium planning, short term and individual pupil planning is carried out and implemented by teachers in areas of line management</li> <li>■ To ensure target setting is well-utilised to inform teaching and learning and progress is regularly and robustly reviewed in areas of line management</li> <li>■ To oversee and co-ordinate administrative work within relevant areas of responsibility, distributing, collecting and collating information when necessary.</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>■ Assume responsibility for both class and non-class- based activity and model good practice, develop relationships, support training and development and ensure first quality teaching.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Promote and deliver a high-quality, exciting and engaging curriculum which focuses on wellbeing, progress and achievement for all children.</li> <li>■ Ensure current knowledge to improve pedagogy across the school.</li> <li>■ Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.</li> <li>■ Teaching the pupils and classes that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work</li> <li>■ Membership of the Senior Leadership Team of the School which will include a share of common SLT responsibilities such as: the daily duty team, lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development</li> <li>■ Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated area of responsibility</li> <li>■ Effective and efficient day-to-day monitoring, management, operation, administration and supervision of the designated area of responsibility.</li> <li>■ Organising and taking part in the quality assurance procedures of the school – for example, the cycle of departmental and thematic review – and making sure that quality assurance mechanisms are in place for the designated responsibility area(s)</li> <li>■ To draft, monitor, review and report aspects of the Academy Improvement Plan relevant to allocated roles and responsibilities</li> <li>■ Participate in leading the monitoring of the quality of provision and the quality of teaching and learning, including through direct observation, using the agreed procedures and practices of the Academy</li> <li>■ To be responsible for the quality of pupil behaviour and discipline in accordance with Academy policy and procedure</li> <li>■ To assist and support the Headteacher with staff recruitment</li> <li>■ Contribute to the professional development of Middle Leaders and the monitoring of effectiveness through the Appraisal process</li> <li>■ To take responsibility for pupils’ discipline as necessary, supporting Heads of Department and Year Teams in cases of serious breaches of the Behaviour Policy</li> <li>■ To lead assemblies and host events where needed</li> </ul>
<p>People Management / Organisational Development</p>	<ul style="list-style-type: none"> <li>■ Be an outstanding role model both in and out of the classroom, modelling the highest levels of professionalism, who is able to positively encourage and support all members of staff.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Deputising for the Principal in the event of foreseen and unforeseen absence, within the agreed framework for deputising arrangements</li> <li>■ Work in close partnership with the Principal to secure the smooth running of the school and in actively developing and implementing agreed school policies.</li> <li>■ Lead staff to develop a strong learning environment that emphasises high expectations, academic achievement and behaviour.</li> <li>■ Effective line management of designated staff, which may include direct observation of teaching, learning and professional practice, training and continuing professional development</li> <li>■ Organising and taking part in the quality assurance procedures of the School – for example the cycle of departmental and thematic review and making sure that quality assurance mechanisms are in place for the designated responsibility area/s</li> <li>■ Promoting and safeguarding the welfare of pupils, students and staff.</li> <li>■ Take part in school-based induction, relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development.</li> <li>■ To work closely, communicate effectively with and assist the other Academy’s Senior Leaders</li> </ul>
<p>Information Management and Reporting</p>	<ul style="list-style-type: none"> <li>■ The leadership, management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement and reporting to parents, students and governors</li> <li>■ To contribute to staff appraisal in accordance with the Academy’s policy</li> <li>■ To oversee the induction and support of new staff and trainees within the relevant areas</li> <li>■ To work with relevant Governors’ Committees as required and to liaise with Link Governor as appropriate</li> </ul>
<p>Data Protection</p>	<ul style="list-style-type: none"> <li>■ The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement and reporting to parents, students and governors</li> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust’s procedures, or use personal data held on others for their own purposes.</li> </ul>
<p>Health and Safety</p>	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>

Good Citizenship	<ul style="list-style-type: none"> <li>■ Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such</li> </ul>
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Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness