



JOB DESCRIPTION

CROSS TRUST VICE PRINCIPAL – TEACHING AND LEARNING SECONDARY

Job Title:	Vice Principal – Cross trust lead for Teaching and Learning secondary
School Phase:	Secondary
Reporting to:	This post holder will report to the CEO but be based at DCCA
Grade:	Leadership Pay Scale 23

Role Purpose:

- Leading the trust's approach to teaching and learning across the secondaries in Folkestone and Dover.
- Working in partnership with the Senior Leadership team and the Principal to play a lead role in developing the quality of Teaching and Learning and improve student progress across Key Stages in DCCA
- To play a major role in leading the school, bringing aspiration and ambition for the success of pupils and the school, and also enabling the Principal/Head of School to undertake wider Trust duties;
- To work under the direction of the CEO, the Vice Principal will contribute to formulating the aims and objectives of the school so that it is a place where children thrive and knowledge matters. This includes establishing the policies (in consultation with the Trust) through which they shall be achieved, and has a role in managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement;
- As well as being an excellent practitioner in their own right, the Vice Principal is expected to contribute to innovation within the school and Trust so that our children succeed in education and life and the school is an engaging place to come to work;
- To have delegated responsibilities which are both school wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher, and fostering team spirit and Trust alignment;
- To promote a community of learners with purpose and passion while modelling the Trust's "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- To lead the secondary vice principal teaching and learning network.
- To lead the trust's approach to teacher CPD, including having an overview of the trust coaching model-Steplab.
- Further develop and refine the Turner expert teacher principles
- To assist the Principal/Head of School in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Principal/Head of School;

- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Principal/Head of School;
- To oversee all aspects of Teaching and Learning and departmental development:
- To carry out teaching duties, as required, in accordance with the school's knowledge-led curriculum, Read Write Inc and with reference to and awareness of the National Curriculum, and debates about the power of knowledge to level the playing field for all learners.

Leadership and Management:

- To assist the CEO in setting out the trust's teaching and learning priorities and lead on the trust strategy of rapid improvement.
- To provide quality assurance and guidance to the school's leadership teams on TRIPs and other formal support for departments.
- To coordinate the quality assurance of secondary provision across the trust.
- To assist the Principal/Head of School in driving rapid, deep and lasting improvement within the school, setting out very high expectations and with a clear focus on pupil achievement, conduct and aspiration;
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Principal/Head of School, other senior staff, Trust officers and trustees;
- To take responsibility for developing and monitoring policy and practice as in the School Improvement Plan and beyond it, and in agreement with the Principal/Head of School;
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline;
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life;
- To be an exemplar of all school and Trust policies and practices;
- To actively promote the aims of the school and Trust;
- To offer guidance and support to colleagues;
- To take responsibility for dealing with and reporting Health and Safety issues as they arise in school and raise awareness of Health and Safety issues among all members of the school community;
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school;
- To provide effective leadership and management of a team/teams of staff, as agreed with the Principal/Head of School so that there is a Team and community ethos driving school improvement;
- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Principal/Head of School;
- To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities;
- To assist the Principal/Head of School in school self-review and evaluation and in the effective planning and management of school resources to secure improvements;

- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers planning and teaching;
- To provide guidance, support and coaching for staff in order to improve the quality of teaching and learning;
- To actively promote equality of opportunity by assisting the Principal/Head of School in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning;
- To assist the Principal/Head of School in all aspects of the day to day administration and organisation of the school, as agreed with the Principal/Head of School, including taking responsibility for agreed areas e.g. timetables, duty rotas etc;
- To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development;
- To participate in recruitment and selection, as agreed with the Principal/Head of School;
- To deputise for the Principal/Head of School in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice;
- To create costed subject development plans which contribute to the achievement of the school development plan.

Teaching and Learning:

- To be an outstanding teacher acting as a role model for all staff, with commitment to the Trust's knowledge-rich approach and commitment to everyone being a reader;
- To carry out teaching duties as agreed with the Principal/Head of School, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class, at approximately 20% loading depending on other factors;
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through demonstration lessons, team-teaching and co-planning;
 - Teaching booster or 'catch-up' groups.
- To provide leadership and support for colleagues (teachers and teaching assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including reviewing schemes of work and medium term plans;
 - Supporting subject leaders in developing their role, in particular in relation to raising standards and growing the depth and breadth of their own subject knowledge in line with the Core Knowledge curriculum and Read Write Inc;
 - Supporting teams and individuals with short term planning, assessment and feedback that is efficient and effective;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers in to school and Trust ways;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.

- To undertake a significant role in maintaining a high standard of pupils' 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 a role in the management of the school database of individual pupils' attainment and progress.

Other Senior Leadership Responsibilities:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To attend daily and weekly meetings, in accordance with the school policy and to lead such meetings as required;
- To take whole school assemblies and to support staff with assemblies;
- To prepare and present reports, as required, to e.g. CEO, Governors, Executive Principals, Head of School, parents, outside agencies;
- To attend occasional meetings during evening hours, at weekends or in school holidays as required;
- To be a member of the Child Protection Team, liaise with the SENCo and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies;
- To uphold statutory obligations of keeping children safe in education;
- To enact of Health and Safety requirements and initiatives as directed;
- To ensure compliance with Data Protection legislation;
- To operate within the school's Equal Opportunities framework at all times;
- To have a commitment and contribution to improving standards for pupils as appropriate;
- To ensure all stakeholders understand and act in alignment with Trust policy;
- To contribute to the maintenance of a caring and stimulating environment for pupils;
- To serve as an ambassador for the school and Trust.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal/Head of School or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....