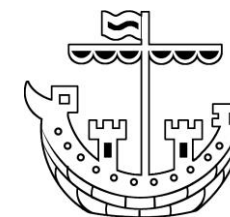


The Folkestone School for Girls



Vice Principal

Job description – Professional duties and responsibilities

To assist the Principal in the strategic and operational management, development, and leadership of the school. To ensure the achievement of our ethos, aims and objectives – academic and otherwise - within the context of the school’s strategic and development plans. Simply, to do your best for the girls in our care and to enable all our staff to do the same.

Our current Vice Principal (Personal Development) is moving onto Headship in September.

We expect our new Vice Principal to develop into someone who could fulfil any of the roles mentioned within our SLT structure.

Report to	Principal
Job Purpose	<ul style="list-style-type: none">• To play a major role in formulating the aims and objectives of the school and in establishing the curriculum, systems, structures, and policies through which they will be achieved.• To enable all staff to be part of, and contribute to, that same core purpose - Well qualified, well-rounded (and just well)

<p>Qualifications</p>	<p><u>PERSON SPECIFICATION</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Teaching Qualification • Degree or equivalent <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Further degree • Evidence of ongoing Professional Development – NPQs
<p>Experience</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Extensive teaching experience and outstanding teaching practice • Successful leadership experience as a member of a Senior Leadership Team. Evidence of impact/success. • Experience of pastoral care/safeguarding. • Experience of producing self-evaluation and development planning documentation • Experience of lesson observations and giving feedback • Experience of implementing a range of strategies to raise student achievement, with evidence of success • Contribution to impact on the quality of learning and teaching and curriculum • Experience of developing and sustaining positive relationships with students, parents, and staff to build consensus support and capacity • Proven track record of managing and implementing change in relation to teaching practices and standards <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Designated Safeguarding Lead training • Experience as a successful Head of a Core/EBacc Department • Experience of innovation • Experience of working with trustees • Experience of working in more than one school • Experience of having impact outside across a school
<p>Knowledge and Understanding of:</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • The use of data to analyse performance and manage interventions • Current position with curriculum change. • How to plan lessons with challenging learning objectives and outcomes

	<ul style="list-style-type: none"> • Assessment for Learning • The factors effecting learning • Strategies to maintain good behaviour and welfare • Strategies for the monitoring and evaluation of standards of attainment/achievement • Effective development of staff and resources
Skills and Disposition	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Personal organisation and time management skills • Effective oral and written communication skills • Ability to analyse and interpret data effectively and act upon the information • Ability to think strategically • Ability to work within a team and manage a team • Ability to motivate and lead students and staff • Ability to analyse issues and identify solutions • Vision and ability to manage change successfully • A willingness to engage in cross-school support - as we are a National Support School
Personal Qualities	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Positive approach to change and indeed to everything we do • Ambitious and hard-working • Commitment to the wider school community and a willingness to go the extra mile • Commitment to pursue agreed short/medium and long-term strategies to completion • Commitment to working with students of all abilities/ages • A passion and commitment to an ethos of high expectations, personal fulfilment, and academic success • Presence and approachability • Sense of humour and resilience • Above all else, kind!

The person appointed should be keen to be a potential future Head Teacher.

All job descriptions are current at the date shown, but following consultation with you, may vary or be amended from time to time to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal 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. The School 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.

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 by actively following school policy & procedures.