



Job Description

Job Title: Vice Principal - Primary

Reporting to: Principal (or Trust Executive Leader if appropriate)

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To be an integral part of the leadership and management of the school, shaping the vision and strategic direction for pupils and staff
- To embody Turner Schools Values of 'Transforming children's futures', 'Empowering families' and 'Strengthening communities' through all aspects of the role
- To promote and advocate the Morehall community, making tangible contributions to the wider life of the school
- Champion equity for disadvantaged/vulnerable pupils, promoting pupils' cultural capital and social mobility
- To support the principal in formulating strategic documentation, including QA overviews and monitoring schedules
- To work with the principal and Senior Leadership Team, reflecting on current practice and triangulating quality assurance information to inform ongoing self-evaluation, including the school's SEF
- To use data effectively and other sources of information to determine school development priorities as outlined in the School Development Plan, in collaboration with the principal and SLT
- To lead on specific areas of school improvement, as outlined in strategic documentation, including the SDP
- To report to key stakeholders, including governors, on the impact of the school's strategy and use of resources, for example, use of Pupil Premium Funding/ PE and Sports Premium
- Provide training, support and guidance to ensure the consistently excellent and effective implementation of the curriculum intent across all key stages, through quality first teaching
- Shape the teaching staff CPD offer so that teacher subject knowledge improves over time
- To ensure the effective implementation of assessment across the curriculum, enabling teachers to ensure learning tasks are tailored to pupils' learning needs over time, promoting outcomes and ensuring the curriculum has a positive impact on pupils' learning
- Support teaching staff to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- To support staff in the effective use of data to inform their practice
- To inspire children to be successful, resilient, lifelong learners while modelling the Trust's values in all aspects of the role
- To demonstrate a critical understanding of developments in primary education, using this knowledge and understanding to shape ongoing school improvements

- To have familiarity and understanding of the OFSTED framework and process, and an ability to maintain an up to-date knowledge of relevant government initiatives;
- To promote a community of learners with purpose and passion while modelling the Turner Schools “Walk The Turner Talk” values in all aspects of the role.

Responsibilities:

- To serve as an ambassador for the Trust and school;
- To assist the Principal in the strategic and operational management, development and leadership of the school;
- To ensure that all the students make excellent progress and to maintain expert teaching, acting as a role model for all staff
- To manage relationships with all key stakeholders, including the immediate community, parents, governors, directors and other schools within the Trust’s partnership
- To ensure all staff and pupils embrace the curriculum and school’s expectations and understand its principles
- To model exemplary conduct, encouraging all adults and pupils to interact positively within and beyond school, both in the community and later in further education
- To support the Senior Leadership Team to recruit, train, motivate, retain and mentor all staff (and volunteers)
- To lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective practice;
- To effectively appraise and line manage other staff, through the Trust Performance Development Review process
- To undertake the professional duties of other members of the SLT in the event of their absence from school as required
- To work with the Senior Leadership Team, Trust team and Local Governors to ensure robust operational systems are in place that support the school’s efficient and effective functioning
- To develop productive practice with the schools in the wider Turner Schools partnership
- To assume teaching responsibility for a class (this may be a shared class responsibility, depending on the school’s budget at a given time)

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Along with the Senior Leadership Team to take responsibility for:

- The strategic direction and development for the school;
- Resource and financial management where delegated;
- Developing effective student voice;
- Day to day management of the school.

Other Senior Leadership Responsibilities:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- To assist in the preparation and review of school policy documents
- To ensure effective communication within the school community

- To share the Trust's and the school's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school
- To ensure that **all** duties and services provided are in accordance with Trust's policies and the school's procedures in line with staff code of conduct/professional expectations
- To undertake training as necessary
- To actively engage in the performance development and management process
- To be willing and enthusiastic in engaging with continuous professional development
- To undertake any other duty as specified by the Principal/Executive Leadership Team not listed above
- To be a key part of the life of the school community, to support both the values, vision and ethos of the school and Turner Schools and encourage pupils to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

Qualification Criteria:

- A strong academic track record to degree level and above
- To hold Qualified Teacher Status (QTS)
- Evidence of ongoing Continuous Professional Development.

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 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.....