

Job Description Vice Principal



Salary Range: £64,003 to £74,197

Purpose

- The core purpose of all members of the strategic leadership team is to lead their area of responsibility with energy and enthusiasm, with a realistic and ambitious vision to raise standards, innovate and drive change and improvement, create and promote a positive ethos, whilst achieving, securing and sustaining outstanding outcomes for all students.
- To create a positive nurturing environment for learning with high standards of behaviour, through their individual areas of responsibility as outlined below.
- To motivate and empower staff and students.
- Contribute to the strategic planning and development of the academies within the MAT to achieve outstanding status.
- To utilise their skills and work across the MAT schools.
- Line manage designated subject/ area leaders and oversee delegated subject areas and year groups.
- Manage delegated budgets within their area of responsibility, achieving value for money.
- Contribute to electives and community programmes.
- Keep abreast of current and future trends in education and adapt accordingly
- Promote and participate in quality assurance and performance management activities, leading a culture based on high accountability, with support and care for all the academy students and staff.
- Comply with duties under Health and Safety legislation, co-operating with the Trust to meet statutory requirements.
- Prepare and report regularly to Trustees, CEO, the Executive Principal and Principals.
- Participate in duty rotas, parent/ carer evenings, curriculum evenings and other academy events.
- Carry out any other reasonably duties directed by the CEO,EP or Principals
- Promote and ensure conformance at all times to the Safeguarding Policy.
- Be responsible for priorities within the Academy Improvement Plans

Accountable to: Executive Principal

<p style="text-align: center;">All Areas of Responsibility of Vice Principal Curriculum & Assessment,</p> <ul style="list-style-type: none"> • Curriculum Planning and Review • Teaching and Learning Policy and practice • Assessment Policy and Practice • Marking and Homework Policy and Practice • Options Processes • PiXL Lead • Data Analysis – cross Academies student, staff, departmental progress • Subject Reviews and Action Plans/RAPs • SEF • Ofsted Preparation • QA reviews • External QA consultants • Reporting to Parents • Performance Management • Policy Audits <ul style="list-style-type: none"> • Deputise for the when appropriate • Line manager Assistant Principals • Additional duties as negotiated 	<ul style="list-style-type: none"> • Pedagogical practice • Leadership Curriculum • Transitions curriculum • Disadvantaged Students • Higher Attainers • BAME achievement • Work scrutinies • BTEC Quality Nominee • SMSC • Equalities • Exams • Learning Technologies liaisons • Year 11 strategy • Cover 	<p>Responsible for:</p> <ul style="list-style-type: none"> • Assistant Principal (Teaching & Learning & Yr 11 Strategy) • Designated Subject Leaders • Exams Manager • Cover Manager • Librarian • Admissions Manager • Departmental Admin Support • Learning Mentors
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Other – all posts

- To participate in whole staff performance management process.
- To adhere to professional and staff codes of conduct at all times.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.