

Interim Vice-Principal: Head of Lower School

The Post(s)	
Job Title:	Vice-Principal (Interim)
Reference:	
Reports to:	Principal
Responsible for:	Teaching and Learning Support staff within their area of responsibility

Main Purpose of the Role

The Vice-Principal is responsible for the strategic leadership of the Lower/Middle/Upper school/Safeguarding and Community.

The post holder will be a member of the Academy Executive Leadership Team (ELT) and develop a strategic approach to raise the attainment and achievement of all pupils/students, taking responsibility for the leadership, internal organisation, management and control of their area of responsibility and consult appropriately in doing so. They will promote and safeguard the welfare of children and young persons for whom the Academy and Governing Body is responsible and those with whom they come into contact.

Main Duties

The post-holder will be responsible for:

The Vice-Principal will be required to work as a member of the ELT:

- Promoting and celebrating the vision and the Christian ethos of the Academy in accordance with its aims and curriculum policies.
- To lead, plan, manage and ensure the successful delivery of the Academy vision for excellence meets or surpasses goals and milestones.
- To assist in the day-to-day running of the Academy and, as necessary, deputise for the Principal in his absence.
- To provide strategic leadership and direction to the Academy and its community, to deliver high standards of achievement through a comprehensive programme of activities.
- To work hard towards our bold ambitions that all students leave the Academy with the qualifications, the confidence and skills to achieve their ambitions and go on to higher education or their chosen career.
- Collaborate as a member of the ELT in order to build and realise the shared vision of excellence and exceptional outcomes for pupils/students.
- Evaluate outcomes in line with the Academy foundations and hold relevant staff to account in relation to clearly agreed priorities.
- To play a major role in determining future strategy for the Academy and the Academy improvement planning process, taking account of the agreed priorities of the Academy.
- To manage delegated budgets effectively.
- To work with the Principal and ELT to ensure the accuracy of the evidence base on which the following are based: the Academy Improvement Plan; the Academy Self Evaluation Form; reports to Governors and other stakeholders; returns to the DfE and outside agencies; and documents prepared for visits from our sponsor.
- Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.

Key Areas of Work

Strategic Leadership

The post holder will be expected to:

- Ensure that the vision for the Academy, including its distinctive Christian character, is clearly articulated, shared, understood and acted upon effectively by all.
- Work with the Academy community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the Academy and community at large.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities.
- In liaison with the Principal, manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Manage and organise the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and all health and safety regulations.
- Support the vision, ethos and policies of the Academy which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils and students irrespective of background, ethnicity, gender or disability.
- Help lead and manage the creation and implementation of the Academy strategic plan which identifies priorities and targets for ensuring pupils and students achieve high standards and make progress, increasing teachers' effectiveness and securing Academy improvement and to take responsibility for appropriately delegated aspects of it.
- Support the Principal and Governors in establishing and actioning a vision for the future development of the Academy.
- Support Assistant Principals and Academy Directors through the line management structure to improve results in their curriculum areas.
- Lead in the identification of key areas of strength and areas for development in the Academy.
- Work to a high standard in implementing agreed policies, priorities and expectations modelling good practice for other colleagues.
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the academy's identified priorities.
- Provide strategic leadership and operational management to promote a culture for learning and pupil/student safety throughout the Academy.
- Provide strategic leadership of the Academy's Safeguarding and Prevent duty.

Teaching and Learning

The post holder will be expected to:

- Ensure a consistent and continuous Academy-wide focus on pupils'/students' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils/students can achieve success and become engaged in their own learning.

- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community.
- Challenge underperformance at all levels and ensure effective corrective action and follow up.
- Determine and ensure the implementation of a policy for the pastoral care of the pupils/students while ensuring that the standard of behaviour and attendance is acceptable.
- Develop and foster effective links with parents and carers to ensure they are fully engaged in supporting their child's learning.
- Promote the active involvement of pupils/students in their own learning.
- Contribute to the development of a curriculum which provides pupils/students with opportunities to enhance their learning within the wide community.
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils/students in the Academy
- Promote the use of ICT to enhance and extend pupils'/students' learning.
- Lead in the effective use of data to track progress and raise achievement.
- Set high expectations for their own performance and that of others.
- Engage in relevant professional development activity as necessary.
- Agreeing challenging subject targets, including pupil/student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through subject improvement plans.
- Ensuring high quality teaching and learning in line managed faculties, following the Academy policy for self-evaluation and review.
- Leading the effective use of procedures for improving pupils'/students' behaviour and attendance for all pupils/students to achieve.
- Leading on the management, evidence base, intervention programmes for all aspects of the inclusion process. To manage a staffing and resource structure that will deliver a calm learning environment.
- Being accountable for the Child Protection provision for the Academy.
- Have overall leadership responsibility for pupil/student behaviour and attitudes.
- Promote, establish and monitor systems of Quality Assurance for Behaviour & Safety to ensure high expectations are set and met and best practice observed and implemented.
- Lead strategies to improve attitudes to and behaviours for learning

Leadership and Management of staff

The post holder will be expected to:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture which is underpinned by its Christian ethos.
- Build a collaborative learning culture within the Academy and actively engage with other schools to build effective learning communities.
- Work with HR to develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Regularly review own practice, set personal targets and take responsibility for their own personal development by participating positively in the arrangements made for the appraisal of performance.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Establishing a clear plan of delegation.
- Establishing bench marking for all pastoral elements of the Academy to link in with positive discipline, behaviour management and rewards.

- Promote a culture of teamwork, in which the views of all members of the Academy community are valued and taken into account.
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Take responsibility for the Performance Management of identified staff.
- Recruit, retain and deploy staff appropriately and manage the workload to achieve the vision and goals of the Academy.

Strengthening the community

The post holder will be expected to:

- Collaborate with other schools in order to share expertise and bring positive benefits to this Academy and other schools.
- Collaborate at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children.
- Leading on developments with the external community, including parents, to benefit both them and the Academy.
- Consulting with all stakeholders in the community, staff, pupils, students, sponsors to develop a transformational resource to allow pupils/students to reflect, reconcile and to be reconciled and to move forward.
- To ensure that the work of the Academy is informed by the views of all stakeholders using questionnaires and focus groups.
- Develop and maintain good relationships with parents, outside agencies and the local community.

Data and Analysis

The post holder will be expected to:

- Analyse regularly the progress of all pupils/students and report on this to the Executive Leadership Team and Governors.
- Use the Academy's data, to analyse examination results and the information obtained to hold Assistant Principals and Academy Directors to account and report to the Governing Body as appropriate.
- Monitor the progress and analyse the results for various 'groups' of pupils/students e.g. Pupil Premium students and report on their progress and achievement.
- Contribute to regular reviews of the organisation of the Academy to ensure it meets statutory requirements.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils/students and value for money.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- Share responsibility for the analysis of key Academy performance data, to ensure priorities are appropriate and improvement in standards of achievement is promoted.
- Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils/students throughout the Academy.

Person Specification			
Qualifications and Training	Essential	Desirable	Method of assessment
Hold a good honours degree or equivalent and a recognised teaching qualification (e.g. PGCE);	X		Application Form/Interview
Hold NPQH qualification.		X	Application Form/Interview
Evidence of Continuing Professional Development relevant to the role.	X		Application Form/Interview
Experience and Knowledge	Essential	Desirable	
Experience in a leadership role within similar setting (Headteacher/Deputy Headteacher/Assistant Principal).		X	Application Form/Interview
Proven strong, effective leadership and people management skills.	X		Application Form/Interview
Ability and commitment to lead the Academy's drive to secure a transformational change in aspiration and standards.	X		Application Form/Interview
A proven track record in leading, challenging and supporting staff in raising standards or sustaining very high standards.		X	Application Form/Interview
Have successfully used strategies to improve pupil/student achievement.		X	Application Form/Interview
Experience of supporting pupils/students of differing abilities and backgrounds.	X		Application Form/Interview
A strong awareness of whole school and wider educational issues and current developments.	X		Application Form/Interview
Detailed understanding of strategies and tactics to secure whole school improvement.		X	Application Form/Interview
A proven knowledge of the current national curriculum agenda and a strong understanding of the curriculum offering and personalised approaches to learning.		X	Application Form/Interview
Skills and Attributes	Essential	Desirable	
Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.	X		Application Form/Interview
Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff.	X		Application Form/Interview
Creative and innovative.	X		Application Form/Interview
Excellent facilitation and presentation skills suitable up to and including senior managers.	X		Application Form/Interview
Data and IT literate with good IT skills.	X		Application Form/Interview
Demonstrate influencing and negotiation skills - to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.	X		Application Form/Interview

Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.	X		Application Form/Interview
Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.	X		Application Form/Interview
Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.	X		Application Form/Interview
Qualities	Essential	Desirable	
Able to confidently liaise with senior colleagues including in formal settings.	X		Application Form/Interview
Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.	X		Application Form/Interview
Personal and professional authority and resilience.	X		Application Form/Interview
Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.	X		Application Form/Interview
Empathetic, tactful and diplomatic.	X		Application Form/Interview
Solution focused, working collaboratively and collegially with colleagues and stakeholders.	X		Application Form/Interview
Excellent inter-personal skills.	X		Application Form/Interview
A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.	X		Application Form/Interview

Terms of Appointment

Contract type **Permanent Full Time**

Grade and Salary range

Annual leave **Teachers T&C**