



## **Assistant Vice Principal Curriculum and Standards (L5-9)**

### **JOB DESCRIPTION**

To provide outstanding leadership and management for the faculty leaders, data manager and exam secretary. Ensuring the school's curriculum provision maximises opportunities for achievement for all pupils.

### **KEY ACCOUNTABILITIES**

#### **A. Leadership**

- Provide strategic leadership for the whole school.
- Support staff by maintaining a presence in pupil areas at start of the day, lunchtime and after school.
- Contribute to the College's distinctly Christian Ethos.
- Reinforce the College's high standards across the school.
- Contribute to raising school performance through active participation as required: internal audits, homework monitoring, assemblies, pupil mentoring, pupil interviews, learning walks, holiday clubs and intervention.
- Hold all staff to account for their professional conduct and practice.
- Lead by example to foster an open, transparent and equitable culture.
- Maintain Christ's College strong reputation by contributing to marketing the school.
- Uphold the highest standards of professional and business ethics, and support the Governors in ensuring that this impacts on all aspects of the Academy decision making processes.
- To follow all safeguarding procedures and complete training as required.

#### **B. Curriculum**

- Lead the development of the curriculum from Early Years to the end of Y11, to ensure it has purpose and a clear design, it is implemented through well-taught and appropriately sequenced content, and there is designed assessment practice and consideration of an appropriate model of progression.
- Secure an excellent curriculum strategy providing a world class education system that achieves high standards for students – including the use of educational visits, after-school provision and development of cultural capital.
- Lead the heads of faculty and curriculum leaders in primary, to ensure that all plan are explicitly aligned with our curriculum intent and intelligently sequenced so as to create a coherent learning journey through our curriculum building on prior knowledge and skills.
- Lead heads of department and curriculum leaders to ensure that faculty leaders and curriculum leader provide the correct resources and training on subject knowledge and pedagogy, so that teachers can deliver consistently good and outstanding lessons.
- Ensure that weekly collaborative planning time is used to create high quality resources to support curriculum delivery.

- Support the Principal to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other further develop knowledge and skills.
- With the data manager and Principal, oversee the school timetable.
- Lead the development curriculum leaders to that they promote excellent teaching across the curriculum and ensure that there is progression in skills.
- Lead quality assurance of the curriculum to ensure that it delivers the vision for education set out in the school vision statement.
- Regular report directly to the Governing body providing information on quality assurance of the curriculum, innovation and strategic development planning.

#### C. Standards

- To ensure good outcomes for pupils by leading on assessment, tracking and monitoring of pupils' progress
- Ensure effective feedback to parents to ensure that they are informed of their children's progress.
- To ensure the timetable reflects the school's strategic curriculum priorities and prepares the pupils well for the next stage of education or employment.
- To lead and support faculty leaders and subject leaders to enable them to implement the curriculum with an impact on positive pupil progress.
- With the Principal, develop an effective timetable.
- Ensure appropriate intervention to promote high attainment and progress, especially for disadvantaged pupils.
- Oversee the planning and management of all internal and external examinations by the Examinations Officer.
- Ensure the Examinations Team is fully prepared for the issue of results and the subsequent analysis for SLT and governors.
- Manage the recruitment and deployment of supply staff.
- Be the Raising Standards Leader for PIXL initiatives in secondary.

This job specification may be revised if the needs of the school change in the future.

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS		
Degree or equivalent		Application form and certificates
Teaching qualification		Application form and certificates
Qualified Teacher Status (QTS)		Application form and certificates
Evidence of further professional development	NPQML or NPQSL	Application form and certificates
KNOWLEDGE AND EXPERIENCE		
Substantial teaching experience		Application form, personal statement, results and references
Experience of strategically managing a team	Experience of working as a member of a secondary school leadership team as a faculty leader or subject leader of a large department.	Application form, personal statement, references
The ability to articulate how a Christian ethos could be developed and the capacity to contribute to this	Experience of working in a school with a distinctive Christian ethos	Application form, personal statement, interview
Experience of working strategically with data		Application form, personal statement, interview
Understands characteristics of effective teaching and learning strategies used to raise student attainment and progress engaging all students	Evidence of the development of policy or curriculum schemes of work Experience carrying out performance reviews Experience of leading on a school strategic priority with demonstrable impact. Experience of timetabling.	Application form, interview
Sound technical understanding of school leadership issues and the Ofsted inspection framework	Experience in school self-review and evaluation. Experience in contributing the school development plan.	Application form, personal statement, interview
A demonstrable record of excellent classroom practice		Application form, interview
Experience of successfully holding staff to account for pupil outcomes.		Application form, interview
Ability to lead successful Academy wide initiatives, developing innovative approaches to learning, teaching, mentoring and guidance		Application form, personal statement, interview

Track record for accelerating progress for disadvantaged pupils.		
<b>ATTITUDES</b>		
A commitment to the Christian Ethos of Christ's College in all aspects of Academy life		Personal statement, assessment process
To support and develop students with a wide range of educational needs		Personal statement, assessment process
Committed to continual professional development, in particular with regard to Academy leadership		Personal statement, assessment process
<b>RELATIONSHIPS</b>		
Excellent interpersonal and communication skills to support students' needs		Personal statement, assessment process
Ability to take an active role in developing subject targets		Personal statement, assessment process
A team player who seeks to have positive and mutually supportive relationships with colleagues		Personal statement, assessment process
<b>SKILLS &amp; WORK RELATED REQUIREMENTS</b>		
A clear Enhanced DBS check		DBS Check, application papers
Strong interpersonal skills both written and oral		Personal statement, assessment process
Self-motivated, resilient and tenacious		Personal statement, assessment process
Ability to work under pressure to meet deadlines		Personal statement, assessment process
Creative thinker and able to anticipate and solve problems		Personal statement, assessment process
Strong leadership and management qualities – a demonstrated ability to inspire and motivate others, yet can maintain a fair and inclusive personal style		Application form, interview, references, assessment process
Excellent ICT skills and use of appropriate technology		Personal statement, assessment process
A proactive approach		Personal statement, assessment process
Commitment to inclusive practice		Interview and application
Good attendance and punctuality record		Application and reference
Clear DBS check		
Ability to initiate and manage change		Personal statement, assessment process

