Northern Education Trust – Job Description

Job Title:	Vice Principal		
Base:	Academy		
Reports to:	Principal	**Grade:**	L18 – L22
Service responsibility:		**Salary:**	£78,702 - £86,803
Additional:	Regular travel will be required.	**Term:**	

JOB PURPOSE

- To provide; high quality Leadership and Management commensurate with the needs of the Academy and Trust
- Carrying out the professional duties of a teacher as circumstances may require and in accordance with Academy policies, under the direction of the Principal
- Promoting the achievement of high standards through effecting teaching and learning within subject area(s), preparation, evaluation and action planning
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students
- Modelling the vision and values of the Academy
- Being part of the team driving the development of the Academy and Trust to become an 'outstanding' Academy
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems
- Contributing, where appropriate, to implementing policies and practice and to promote collective responsibility for their implementation
- Taking into account and constantly reviewing Academy contextual factors and prior attainment when planning and teaching lessons
- Working in a cross-curricular way to support subjects across the Academy in the use of active learning approaches to enrich curriculum and skills delivery
- Recognising, promoting and celebrating diversity

JOB SUMMARY

1. Supervision and progress of students in allocated classes
2. Supervision of work of any classroom support staff during times they are allocated to classes

Develop and sustain DEEP LEADERSHIP across the Academy through:

1. Be accountable for student progression for allocated classes
2. Be responsible for effective classroom management
3. Co-ordinate class work with any classroom assistant support
4. Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development
5. Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development
6. Contribute to the self-evaluation systems in the Academy

7. Develop policies for departmental handbooks
8. Aide in co-ordinating events and experiences which support the Academy to raise standards

Develop and sustain DEEP LEARNING across the Academy through:

1. Work to student targets and ensure that progress is tracked through a range of strategies
2. Take account and review Academy contextual factors and prior attainment when planning and teaching lessons
3. Reflect on the success of teaching strategies, individual lessons and SoW in meeting the needs of students
4. Apply current guidelines on effective learning and teaching
5. Take part in coaching and mentoring programmes to support colleagues and develop own practice
6. Apply and expand teaching repertoire and feedback to colleagues on effectiveness
7. Strive to deliver outstanding lessons
8. Deliver interactive lessons with students
9. Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL policy
10. Record test results and ongoing teacher assessments, keep portfolios of evidence

Develop and sustain DEEP EXPERIENCE across the Academy through:

1. Have responsibility for developing and implementing SoW.
2. Be responsible for identifying and reporting issues and developing solutions
3. Be responsible for the day to day delivery within subject area, including assessment and reporting process
4. Develop communications and training with staff in Department/methodology
5. Develop use of ICT within the curriculum
6. Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders and use opportunities for co-construction of the curriculum
7. Take responsibility for planning and execution of Immersion Days
8. Adapt lessons and identify next steps in response to evaluation of student progress
9. Set effective homework and extension work to encourage and enliven student learning
10. Ensure differentiation and personalisation of learning for all students
11. Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students
12. Co-ordinate displays with regards to events, opportunities and work which promote the Department/Academy

Develop and sustain DEEP SUPPORT across the Academy through:

1. To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer
2. Take responsibility for upholding standards of behaviour and classroom management within the classroom and the Academy's environment
3. Through the role, develop systems which address the social health of students to raise standards
4. Promote the consistent and fair use of the Expectations for Learning system within the classroom and the Academy environment
5. Be the first line of contact for parents and carers concerns with regards to their child's performance and well-being
6. Perform the duties of a Vertical Mentor Tutor if required, including the provision of information, advice and guidance for students

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

Post holders will be expected to comply with any reasonable request for a senior leader to undertake work of a similar level that is not specified in the job description.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..