

JOB DESCRIPTION

JOB TITLE:	Vice Principal
LOCATION:	John Madejski Academy
GRADE:	L19 - 23
SALARY:	£61,341 - £67,652 per annum
HOURS:	Leadership
WEEKS PER YEAR:	52.143
RESPONSIBLE TO:	Principal
DATE:	
SUCCESSFUL CANDIDATE'S SIGNATURE TO CONFIRM THEY UNDERSTAND AND ACCEPT THE REQUIREMENTS OF THEIR ROLE:	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

Job Purpose:

To ensure that all students make excellent progress and have access to a broad, balanced and expertly taught curriculum.

Key Accountabilities:

- Support the Principal with the development and implementation of the Academy's strategic and operational plans.
- Further develop the design, review and implementation of a knowledge rich curriculum, that meets the needs of all students across the Academy
- Lead the Academy's Teaching and Learning strategy and ensure that colleagues have access to current best practice and CPD which impacts their practice
- Write the Academy's timetable
- Further develop the academy's assessment framework including target setting ensuring that this supports teachers, pupils and parents
- Be the strategic lead on reviewing each Key Stage to produce effective evaluation and subsequent actions that further improve standards.
- Lead the implementation of the Academy's MIS and other data tools (FFT/ALPS/SISRA), ensuring that this contributes to good progress
- Present a range of data to a range of stakeholders which accurately reports the progress and attainment of groups of students
- Lead the implementation of effective systems that improve academic outcomes for students at each Key Stage and line manage colleagues who have responsibility for leading these key stages
- Provide expert line management of English, Maths and Science departments which supports continued improvements in these subjects

Additional Duties and Responsibilities

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with a Vice Principal role
- To provide the Principal with appropriate, accurate and timely information to enable continuous evaluation of your performance
- To carry out a share of supervisory duties in accordance with published ALG rotas
- To participate in, and lead where necessary, a range of meetings with colleagues and parents/carers
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.

In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

JOB TITLE: Vice Principal



<p>Method of Assessment</p> <p>The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.</p>	<p>Essential or Desirable</p>	<p>Application Form</p>	<p>Interview</p>
<p>Qualifications, Education and Training.</p>			
<p>Qualified Teacher Status</p>	<p>E</p>	<p>X</p>	
<p>Good honours graduate</p>	<p>D</p>	<p>X</p>	
<p>Minimum 2 years' experience as an Assistant Principal or equivalent in a secondary school, preferably 11 – 19</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>A consistently good/outstanding teacher who achieves excellent outcomes for students</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p></p>			
<p>Experience & Knowledge.</p>			
<p>Senior Leadership and management experience in a 11-18 setting</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Driving overall innovative curriculum development</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Experience of vocational education developments</p>	<p>D</p>	<p>X</p>	<p>X</p>
<p>Raising levels of achievement</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Strategic planning and implementation</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Being an outstanding teacher with an effective leadership style that inspires confidence and collegiality in those you lead</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Managing a team including professional development of experienced teachers, NQTs and Support Staff</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Developing strategic plans and ensuring their delivery</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Managing a range of data and systems to analyse student progress as well as applying data to support teaching and learning development strategies</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Interpreting data and using it to diagnose weaknesses that need addressing</p>	<p>E</p>		<p>X</p>
<p>Delivering a vision for assessment that supports outstanding teaching and learning</p>	<p>E</p>	<p>X</p>	<p>X</p>
<p>Current educational developments across the whole curriculum</p>	<p>E</p>		<p>X</p>

Timetabling	E	X	X
Reporting processes	E	X	X
School Improvement planning and School Self-Evaluation	E	X	X
Skills & Abilities.			
Judge when to make decisions, consult with others or defer to line manager	E		X
Analyse, understand and interpret relevant information and data	E		X
Think creatively and imaginatively to anticipate and solve problems and identify opportunities	E	X	X
Communicate effectively, orally and in writing, with staff, students, parents, external agencies and the wider community	E	X	X
Negotiate and consult effectively	E		X
Prioritise and manage your own time effectively	E		X
Achieve challenging professional goals	E	X	X
Take responsibility for your own professional development	E		X
Values and Behaviours.			
Personal impact and presence	E		
Adaptability to changing circumstances and new ideas	E		
Energy, vigour and perseverance	E		
Highest possible expectations of self and others	E		
Self-confidence and enthusiasm	E		
Intellectual ability	E		
Vision, imagination and creativity	E		
Reliability, loyalty and integrity	E		
Ability to manage and overcome setbacks	E		
Ambition and the potential for further development	E		
An excellent record of attendance and punctuality	E		
An understanding of the requirements of safeguarding children and young people and promoting their welfare	E		

Contacts and Relationships.			
Physical, Mental and Emotional Demands.			
Special Requirements.			