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| **G:\ALL-LOGO\Northern Ambition Trust logos\NAAT logo white horizontal.jpg** | **JOB DESCRIPTION** |

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| **Post title** | **VICE PRINCIPAL** |
| **Reporting to** | Principal |
| **Working Time** | 195 days per year, full time |
| **Salary/Grade** | L19-L23 |

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| **PURPOSE OF THE POST** | |
| * To contribute to the strategic and operational leadership of the Academy, including the formulation of all school policies and procedures and ensuring their consistent implementation throughout the Academy * To undertake any professional duties of the Principal reasonably delegated by the Principal, including deputising for the Principal in his/her absence, to the extent required by the Principal, Governing Body or Trust Board. * To lead on one or more areas of the Academy Development Plan, ensuring that the Academy achieves the objectives set out in this development plan * To act as a role model of good teaching and develop and enhance the teaching practice of others. * To be accountable for overseeing, supporting and performance managing one or more Heads of Department, ensuring that high quality teaching and learning takes place in these curriculum areas * To effectively manage and deploy financial and physical resources within a determined area of work to support the Academy’s Development Plan. * To contribute to the development and implementation of innovative practice. * To work alongside partner schools to share good practice from the Academy in support of their improvement | |
| **Responsible for** | Leadership and management of the school in the absence of the Principal, leadership of curriculum departments, leading on specified aspects of the school’s organisation and areas of the Academy Development Plan, operational management including budget and resource management |
| **Liaising with** | Principal, Governors, other members of the Senior Leadership Team, Heads of Department, teaching staff, non-teaching support staff, local authority staff, parents, staff from other schools and organisations. |

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| **MAIN (CORE) DUTIES** | |
| **Operational/**  **strategic management** | * To deputise for the Principal and undertake the professional duties of the Principal in his/her absence. * To participate in SLT discussions and planning to establish and develop the Academy Development Plan and other strategic or operational plans. * To help build, communicate and implement a shared vision which expresses core values and moral purpose * To contribute to the management of the Academy on a day-to-day basis * To implement Academy policies and procedures e.g. Equal Opportunities, Health and Safety, COSHH, Behaviour for Learning etc. |
| **Management of staff** | * To work with the CPD Co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To undertake Performance Management Review(s) and to act as reviewer for staff as directed by the Principal. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the Academy’s ITT and CPD programmes. * To be responsible for the day to day management of teaching/non-teaching staff as determined by the Principal. |
| **Quality and achievement** | * To undertake lesson observations, work scrutinies and learning walks in line with Academy procedures. * To actively participate in the monitoring evaluation and review of teaching and learning in line managed subject areas. * To agree challenging subject targets, including pupil achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through school and subject development plans. * To ensure high quality teaching and learning in line managed subject areas, following the school policy for self-evaluation and review. * To contribute to strategies established to support teachers within school to improve their practice |
| **Management information** | * To make use of analysis and evaluate performance data, identifying areas for action or improvement. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in own and line managed subjects. |
| **Communications** | * To ensure effective communication/consultation as appropriate with students and their parents. * To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies. * To participate in relevant Governors’ committees or provide information as requested. |
| **Liaison** | * To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools. * To contribute to the development of effective links with external agencies, including working with schools which the Academy supports. * To represent the Academy at a range of meetings and events. |
| **Management of resources** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying any allocated budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students. * To comply with the financial, health & safety, and HR processes and procedures of the Academy, including undertaking risk assessments where appropriate. |
| **Pastoral responsibilities** | * To maintain a high profile within the school, taking command of areas at change of lessons and being visible and active during non-structured time. * To support line managed Heads of Departments with issues of pupil discipline, ensuring behaviour management strategies are in place, and supporting staff during lessons when appropriate. * To participate in student mentoring and other achievement-raising initiatives. |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. * To be prepared to be flexible about the subject(s) taught, and willing to teach outside own subject area. * To set an example to staff by upholding the expectations and standards of the Academy * To keep up to date with national developments in own and managed subject areas and teaching practice and methodology. |
| **Additional duties** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. |
| **Other specific duties** | * To continue personal development. * To engage actively in the performance review process. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |

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| **Date completed** | December 2017 |