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Vice Principal Job Description

Post: VICE PRINCIPAL - Quality of Education, Curriculum and Teaching and Learning with 0.4 FTE Teaching Commitment

Pay Scale: L4-12

Key areas of responsibility:

- Curriculum Development and Evaluation
- Teaching & Learning
- Teacher Appraisals & CPD
- Assessment & Standards
- EVC Coordinator
- ECT Tutor

Curriculum Development:

- To develop and establish an outstanding curriculum which leads to pupils acquiring knowledge across a broad range of subject areas.
- To develop a curriculum where the intent and implementation are embedded securely and consistently.
- To develop a curriculum where work planned enables pupils to achieve the aims of the curriculum and is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- To ensure that pupils' work across the curriculum is consistently of a high quality and pupils consistently achieve highly.
- To ensure that all pupils, especially those with SEND achieve exceptionally well.
- To lead on curriculum development and so ensure that the curriculum is innovative, diverse, fit for purpose and supports all students to make progress, particularly the disadvantaged and those with SEND.
- Create subject curriculum development plans with subject leaders which contribute positively to the achievement of the School Improvement Plan.
- Develop and implement policies and practices for the curriculum area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Ensure that curriculum planning is purposeful and leads to improved outcomes for all pupils.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Secure and allocate resources to support effective learning and teaching within the subject area(s).
- Effective line management of key areas of the school's curriculum.

Leadership and Management:

- To take a lead on school improvement strategies aligned with the quality of education, teaching and learning and pupil progress.





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- Support the Principal in ensuring that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. The Vice Principal will demonstrate the vision and values of the school in everyday work and practise motivating and working with others to create a shared culture and positive climate.
- Work with the Principal to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Work with the Principal to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and OFSTED; ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community.
- To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- To engage fully in the annual professional development process (PDP), setting and agreeing targets linked to school development plan priorities with the Principal and to be committed to your own professional development.

Teaching and Learning

- Model outstanding teaching through example, high expectations for both students and staff.
- To monitor, review and continually improve the effectiveness and impact of teaching and learning within the school.
- To further develop a positive culture of learning, ensuring that teaching is adapted to meet the needs of all learners, and is creative and engaging.
- Ensure that there is a high quality CPD programme in place which supports all teachers to deliver first quality teaching which maximises positive impact on student progress and attainment.
- Provide guidance on a choice of teaching and learning methods / strategies through developing a 'teach like a champion' approach.
- To organise, plan and lead weekly staff meetings to develop teaching and learning as well as to make improvements to the curriculum
- To lead and plan fortnightly curriculum meetings
- Support timetabling, ensuring it is financially and practically fit for purpose.
- In partnership with the Principal and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
- Coaching and mentoring will be a fundamental part of this role. The Vice Principal will model and demonstrate excellent teaching practice. Undertake shared planning with colleagues and team teach.
- Evaluate the quality of teaching and standards of achievement through ongoing monitoring, setting targets for improvement.
- Work with the Principal to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students' learning.
- Develop whole staff, teams and individuals to enhance performance.
- Where necessary, bringing in outside speakers to keep abreast of the latest developments in the area and disseminate information effectively to other members of staff.



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- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships.
- Be an active part in the recruitment and selection of teaching and support staff including leading their induction with the Principal.

Teacher Appraisals and CPD

- To lead the professional development process of teachers.
- To lead, support and challenge subject leaders and the wider team.
- Organise Performance Management Review meetings and evaluate outcomes.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review my own practice, set personal targets and take responsibility for my own professional development.

Assessment and Standards

- As Assessment Lead, the Vice Principal will be responsible for raising achievement across the school.
- The Vice Principal will ensure that there is a clear focus on continuous raising standards.
- They will secure high levels of engagement and exceptional progress for all groups of students including EAL, PPG and all prior attainment groups.
- To lead the effective use of assessment data using Insight to inform teaching, curriculum adaptation, target setting and improving performance.
- To ensure that students enjoy and achieve during their time at school and maximise their world of opportunity.
- Lead on examinations including Phonics, KS1 & KS2 SATs and Times Table tests.
- Promote high expectations for progress and attainment
- Develop and maintain a whole school approach to assessment and target setting.
- Analyse assessment data from a variety of sources to inform whole school planning and resourcing.
- Present assessment data to a range of stakeholders including the Governors and Principal.
- Develop ways in which parents can be informed about attainment.
- Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
- Monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutinises, planning checks, observation, discussion with pupils etc).
- Work with a range of staff to analyse assessment data.
- Contribute to discussions with the Local Governing Body. .

EVC Coordinator

- Supporting colleagues to ensure that all off-site visits are well organised and lead to curriculum development and acquisition of knowledge.
- To be a focal point of off-site visit planning.
- To support and teach new staff in using Evolve for planning school trips

ECT Tutor



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- Ensuring highly effective staff induction and support for ECTs.
- Work alongside the ECT Mentor to support ECTs across the school

Additional roles and responsibilities:

- The Vice Principal post may require the applicant to teach depending upon the needs of the school as directed by the School Principal.
- The school will expect the Vice Principal to be an outstanding practitioner and to be confident, skilled and experienced in supporting other colleagues. You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers.
- As Vice Principal you will be expected to be part of the school improvement team and help develop the School Self Evaluation process.

The successful candidates' role will be interesting and diverse, working with children with a range of needs. A flexible approach, a sense of humour, reliability, punctuality, stamina, resilience and the ability to work under pressure are essential.

Note: this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually by the Principal.

Signature of Post Holder: Date:

Signature of Principal: Date: