**T.E.A.M EDUCATION TRUST**

**STUBBIN WOOD SCHOOL & NURSERY**

**JOB DESCRIPTION: Vice Principal Key Stage 5 (including TEAM Internship based at Chesterfield Site)**

**Contract: Permanent**

**Hours: Full time**

**Pay Scale**: **Leadership 9 - 13**

**Responsible to: Principal**

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| **Key Responsibilities** |

To proactively support the Principal in leading the school and making positive progress toward the school and trust vision. Responsible for the operation and strategic running of Key Stage 5 whilst ensuring and maintaining a positive, calm learning environment through endorsing appropriate behaviour of pupils in line with the Trust values.

You will be the initial point of contact for parents in Key Stage 5 who have concerns about the school’s effectiveness and will raise this with the Trust. You will be accountable for improving the quality of teaching across the School.

To motivate and work through others to ensure the achievement of our ethos, aims and objectives. To play a leading role in developing, evaluating and reviewing policy, which guides effective practice in accordance with the aims and objectives of the School.

You will promote high expectations of attainment and progress for all, relentlessly demonstrating and promoting high aspirations for all pupils and staff; including ensuring that all pupils make good progress from their starting points.

**The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.**

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| **Core Requirements of the post.** |

* This is a part teaching role, therefore there will be times when you will undertake the normal responsibilities of the class teacher.
* Be a member of the senior leadership team and make a significant contribution to the strategic development and direction of the school in line with the School Improvement Plan.
* Support and represent the Principal at meetings as and when required.
* Undertake such duties as are delegated by the Principal
* Support the Principal and Senior Vice Principal to work within the school community to translate the vision and values into agreed objectives and operational plans which will promote and sustain school improvement.
* Support the Principal to manage and organise, across all sites, the Key Stage 5 environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
* Ensure that raising aspirations, achievement and attainment are achieved through an inclusive, sustainable and innovative education environment.
* Develop positive, collaborative and sustainable relationships with all stakeholders.
* Challenge, motivate and empower others to attain ambitious outcomes.
* Take an active and lead role under the overall direction of the Principal in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
* Establishing the policies through which they shall be achieved
* Managing staff and resources, to provide guidance and support to other members of staff to achieve and maintain a good quality of teaching.
* Monitoring progress towards their achievement.
* Take a lead in maintaining and developing the ethos, values and overall purpose of Key Stage 5 across all sites. Formulate the aims and objectives of the school and policies for their implementation.
* Monitor and evaluate the performance of Key Stage 5.
* Promote excellence in teaching and learning.
* Take the lead in evaluating and developing the curriculum to ensure that it is meeting the needs of our diverse cohort and that they are receiving a high quality educational experience.
* Work with the Senior Vice Principal to lead the development and implementation of effective and appropriate staff development.
* Ensure that staffing is appropriately allocated and classes appropriately resourced.

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| **Curriculum Development** |

Lead whole school curriculum:

* Work with the Senior Vice Principal to ensure the curriculum is developed, organised, implemented and assessed effectively.
* Through monitoring and evaluation, identify and act on areas of improvement.
* Work with the Senior Vice Principal to ensure school policies on curriculum, teaching and learning styles, assessment, recording and reporting are implemented and effective. Where appropriate update the policies.
* Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, and to aid governors in their future management of the school
* Ensuring that the individual pupil’s continuity of learning and effective progression of

achievement are provided through effective transition procedures.

* Monitor, evaluate and review classroom practice and promote improvement strategies.

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| **Pupil Care** |

* Ensure the effective induction of pupils.
* Work closely with the Principal and Senior Vice Principal with the determination of appropriate pupil groupings.
* Encourage the promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour.
* Work with the Principal and Senior Vice Principal to ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

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| **Leadership** |

* Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the Trust and school
* Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style
* Ensure critical evaluation of performance
* Ensure that communication channels exist, enabling al staff to receive information they need in order to carry out their professional duties effectively
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff
* Implement appraisal and performance management processes for line-managed staff
* To participate in the selection and deployment of staff to support the recruitment and retention of high quality staff
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
* To contribute to the effective induction of staff
* To contribute to staff development policies in relation to:

- The induction of new and newly qualified teachers and other staff

- The provision of professional advice and support and the identification of training needs

- Students under training/work experience

* To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
* To maintain good relationships with individuals, groups and staff unions and associations.
* Support the Principal and Senior Vice Principal to ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every student’s learning
* Build a collaborative learning culture within Key Stage 5, across all sites, and actively engage with other schools and providers to build effective learning communities
* Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development.
* Take account of feedback from others.
* Manage own workload and that of others to allow an appropriate work/life balance.

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| **The Management of Resources** |

* To contribute to the formulation of the school’s policies and procedures concerning resource management
* To allocate, control and account for those financial and material resources of the school which are delegated by the Principal.
* To promote an attractive environment which stimulates learning and enhances the

appearance of the school.

* To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
* To maintain effective working relationships with external agencies and services contracted to the school and the Authority.
* To devise and monitor school routines and timetables.

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| **Relationships** |

* To advise and assist the governing body as required in the exercising of its functions

including attending meetings and making reports.

* To assist liaison and co-operation with Authority officers and support services.
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education.
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
* To assist liaison with other professional bodies, agencies and services.
* To develop and maintain positive links and relationships with the community, local
* organisations and employers:
* To promote a positive image of the school
* To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

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| **Accountability** |

* To provide information, advice and support to the Principal and Central Trust/ Governing Body to enable them to meet their responsibilities for securing:
* Effective teaching and learning
* High standards of achievement
* Efficiency and good value for money
* To co-ordinate and ensure implementation of transition for new pupils into Key Stage 5.

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| **Other** |

* To understand and comply with the Trust’s Equal Opportunities Policy.
* To comply with the school’s Finance Policy and ensure Financial Regulations are adhered to.
* To undertake training as appropriate
* To maintain General Data Protection Regulations and confidentiality at all times.
* To attend and participate in school based INSET as required by the Principal and such training as may be appropriate for the effective fulfilment of the post.
* Demonstrate initiative and the capacity to work independently and to self-directed schedules.
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

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| **Whole School Ethos** |

* Establish a safe and purposeful learning environment
* Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
* Provide advice and guidance to others on the development of practices leading to the well being of pupils
* Support and encourage support staff participation through effective deployment and consultation
* Make effective use of all resources, including ICT and personnel
* Contributes towards the School’s Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
* Understands and works to the expectations set out within the Trust/school policies.
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Promote the wider aspirations of the school

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| **Safeguarding and Child Protection** |

* To be Deputy Designated Safeguarding Lead for Ke Stage 5 and have responsibility for safeguarding matters
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
* Displays commitment to the protection and safeguarding of young people
* Values and respects the views and needs of young people
* Is willing to work within organisational procedures and processes and to meet required standards for the role
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

**The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school's policies.**