



Job Description

Job Title: Vice Principal

Reporting to: Principal

Grade: L18 – L22

Overall purpose of the post:

To provide high quality (world class) Leadership and Management commensurate with the needs of the Academy.

Main duties and responsibilities:

- To undertake the full range of duties and responsibilities as required by the Principal as set out in:
 - a) The School Teachers' Pay and Conditions of Service
 - b) The appropriate standards for Head Teachers as set out by the Teaching Agency.
 - c) Any other duties commensurate to the post title and grade which the Acting Principal may deem appropriate.
- All Vice Principals will have responsibilities for one or more “Deep” (i.e. Learning/Experience/Support/Leadership).
- An intervention, challenge and support role with curriculum areas and year groups.
- Participation in continuous professional development and support/consultancy work in other academies or through Teaching School.
- Support the Trust's National Leadership in Education status by providing support and challenge to other schools as required. This could include the need to be an Acting Principal or other Senior Leadership Team member in another academy/school as required.
- Be responsible for promoting international links with schools in other countries.
- Be actively pursuing the “Students First” agenda as part of the formal role.
- To actively promote equality of opportunity for all students and staff.
- To act as Principal of the Academy as may be required.

We expect you:

1. To be flexible in order to meet the constantly changing demands of the role.
2. To be prepared to undertake outreach work on behalf of the Academy.
3. To keep up to date on educational development, strategy and thinking.
4. To actively pursue your own development as a potential Principal.
5. To show commitment to the rigorous continuous improvement of schools.

6. To demonstrate a positive commitment to working with all stakeholders (students, governors, parents/carers, staff, etc) to improve the performance of the Academy.
7. To put “Students First” in everything you do.
8. To be committed to providing a “world class” workforce in order to provide the best possible opportunity for all our students.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy’s policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy’s Child Safeguarding Procedures, including regular liaison with the Academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.