

## Job Description

<b>Job Title:</b>	Associate Vice Principal
<b>Reporting to:</b>	Principal
<b>Grade:</b>	L14 – L18
<b>Responsible for:</b>	A specific 'Deep' within the academy; line management of specified staff

### Overall purpose of the post:

To provide high quality, world class leadership and management commensurate with the needs of Outwood Grange Academies Trust, which puts 'Students First' in everything you do.

To provide proactive support to the Principal/Vice Principals to ensure that the leadership and management of the academy operates at the most effective level possible

### Main duties and responsibilities:

- Carry out the professional duties of a teacher as circumstances may require and in accordance with academy policies, under the direction of the Principal.
- Be responsible for the supervision and progress of students in allocated classes.
- Be responsible for the supervision of work of any classroom support staff during times they are allocated to classes.
- Promote the achievement of high standards through effecting teaching and learning within subject area(s), preparation, evaluation and action planning.
- Be central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students.
- Model the vision and values of the Trust.
- Receive and act on feedback to build on the strengths and improve personal performance within the academy systems.
- Contribute, where appropriate, to implementing policies and practice and to promote collective responsibility for their implementation.
- Take into account and constantly reviewing academy contextual factors and prior attainment when planning and teaching lessons.
- Work in a cross-curricular way to support subjects across the academy in the use of active learning approaches to enrich curriculum and skills delivery.
- Recognise, promote and celebrate diversity.

Develop and sustain DEEP LEADERSHIP across the academy:

- Be accountable for student progression for allocated classes.
- Be responsible for effective classroom management.
- Co-ordinate class work with any classroom assistant support.

- Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development.
- Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development.
- Contribute to the self-evaluation systems in the academy.
- Develop policies for departmental handbooks.
- Aid in co-ordinating events and experiences which support the academy to raise standards.

Develop and sustain DEEP LEARNING across the academy:

- Work to student targets and ensure that progress is tracked through a range of strategies.
- Take account of and review academy contextual factors and prior attainment when planning and teaching lessons.
- Reflect on the success of teaching strategies, individual lessons and schemes of work in meeting the needs of students.
- Apply current guidelines on effective learning and teaching.
- Develop coaching and mentoring programmes to support colleagues and to develop own practice.
- Apply and expand teaching repertoire and feedback to colleagues on effectiveness.
- Strive to deliver outstanding lessons.
- Deliver interactive lessons with students.
- Provide good quality assessment using formative and summative methods in conjunction with the academy's policy.
- Record test results and ongoing teacher assessments, keep portfolios of evidence.

Develop and sustain DEEP EXPERIENCE across the academy through:

- Have responsibility for developing and implementing schemes of work.
- Be responsible for identifying and reporting issues and, with the support of the Principal and Vice Principal, developing solutions.
- Be responsible for the day to day delivery within subject area, including the assessment and reporting process.
- Develop communications and training with staff in Department / Faculty methodology.
- Develop use of ICT within the curriculum.
- Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders and use opportunities for co-construction of the curriculum.
- Take responsibility for planning and execution of Immersion Days.
- Adapt lessons and identify next steps in response to evaluation of student progress.
- Set effective homework and extension work to encourage and enliven student learning.
- Ensure differentiation and personalisation of learning for all students.

- Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students.
- Co-ordinate displays with regards to events, opportunities and work which promote the department/faculty/academy.

Develop and sustain DEEP SUPPORT across the academy:

- Uphold and promote the Trust's Child Protection and Safeguarding policies and procedures and ensure they are adhered to by all staff.
- Take responsibility for upholding standards of behaviour and classroom management within the classroom and the schools environment.
- With the support of the Principal and Vice Principals, develop systems which address the social health of students to raise standards.
- Promote the consistent and fair use of the Consequences system within the classroom and the academy environment.
- Be the first line of contact for parents and carers concerns with regards to their child's performance and well-being.
- Perform the duties of a Vertical Mentor Tutor if required, including the provision of information, advice and guidance for students.

**Other:**

- Comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

**Personal Contacts**

**External:** 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 Trust.