Vice Principal Academics Job Description

Job Title: **Vice Principal (Academics)**

Responsible to: **Principal/Governing Board**

Responsible for: **All staff and pupils within the college**

The exact role and specific responsibilities of each Vice Principal will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of college leadership in preparation for Headship.

Each Vice Principal should be prepared to lead on such areas as curriculum development, timetabling, tracking, and analysis of results/data, behaviour management, pastoral care, external relations and community links, staff development, training and induction. As members of the senior leadership team, the Vice Principals will also be centrally involved in the overall leadership and management of the college, and will help to establish a college culture that is both nurturing and rigorous.

Main purpose of the job

- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the college
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Strategic Implementation Plan (SIP), with an understanding of its position and relevance in the cycle of college resourcing, improvement and long term planning
- Alongside the Principal, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

Outcomes and Activities

Leadership and Management

- To share responsibility for the management of the college and to contribute to the consultative and decision-making processes including the formulation of aims and objectives as appropriate.
- To fully support whole college policy decisions, contribute to their establishment and initiation and sustain their implementation and review.
- To actively promote the college and liaise with outside agencies as necessary, representing the Principal, the college and the Governing Board as appropriate.
- To contribute to discussions and decisions at Leadership Team meetings.
- To offer information, advice and perspective to the governing board and to any legitimate external enquiry/evaluation.

- To communicate and consult with staff, students, parents and members of the local community as necessary.
- To manage staff and resources, ensuring that policies and procedures are adhered to.
- In the absence of the Principal, to step-up and undertake the professional duties of the Principal as reasonably delegated.

College Ethos and Culture

- To maintain a presence around the college to ensure that the highest standards of behaviour and site usage are upheld, to contribute to overview and review of student behaviour and to participate in the regular whole-college supervisory duties fulfilled on a scheduled basis by the Leadership Team.
- To be active in issues of staff and student welfare and support.
- To demonstrate a commitment to Equality of Opportunity for all members of the college's community.

Teaching and Learning

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals.
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons.
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring.
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level.
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Strengthening community

- Ensure learning experiences for students are integrated with the wider community
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional, and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the college to enrich the college and its value to the wider community.

Health and Safety:

- To support the college's Health and Safety Policy and keep it under regular review.
- To ensure that staff, students and all visitors to the college carry out their business with due regard to health and safety and in line with the college's Health and Safety Policy.

Specific Responsibility – Teaching and Learning

- To develop the curriculum model, lead on options and careers and develop the college timetable annually.
- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
- To line manage designated curriculum leaders and monitor pupils progress in those areas.
- To promote a consistent approach in leadership of teams and support other members of the Leadership Team as is required.
- To undertake any other responsibilities as directed by the Principal.

Marketing and Publicity:

- To ensure that all areas of the school's website are regularly reviewed so that the information presented is both current and relevant.
- To manage the production of the school brochure.
- To seek out opportunities to raise the school's profile locally, regionally and nationally by ensuring the school's representation at and participation in key events and initiatives.
- To ensure that every opportunity is taken to advertise entry to the school as appropriate.

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.