

Job Description – Vice Principal

Organisation, Leadership and Management

Shared Responsibilities with the Principal

- To uphold the aims and objectives of the academy and ensure implementation, monitoring, development and review of policies to support these aims.
- To work closely with the Principal, SLT, including the academy council and The Shaw Education Body on strategic school improvement planning and school self-evaluation
- To work closely with the Principal and SET executive team to ensure effective financial planning, efficient use of resources and best value for money.
- To develop and maintain an appropriate staffing structure.
- To support the residential staff team in the implementation of joint initiatives with school and the management of residential opportunities for students.
- To chair and minute EHCP and other relevant student focused meetings across the school as appropriate to ensure high quality returns are made to parents and the LA.
- To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals to ensure a consistently high standard of reporting.
- To develop and maintain effective communication between students, staff, parents/carers, councillors and the wider community.
- To assist in identifying advice and support for parents, carers and families.
- To promote professional development of all staff, devising a whole school programme of INSET in line with current SIP priorities and performance management targets, as well as targeted INSET for groups and individuals.
- To lead INSET as and when appropriate.
- To manage budget allocation to support INSET.
- To act as an appraiser for class teachers and middle leaders, and other identified staff as appropriate. To be a specific line manager to an identified members of staff.
- To be responsible for overseeing the induction programmes of all new staff, alongside the Principal and SLT.
- To liaise regularly with administrative staff in monitoring student attendance; to implement school policy in order to reduce student absence.
- To ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages.
- To support the appropriate staff, as key link for multi-agency colleagues including nursing, physiotherapy, speech and language therapy, occupational therapy and music therapy in order to effect best outcomes for students and their families.
- To ensure equality of opportunity and of access for all members of the school community.
- To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Principal in ensuring that the health and safety needs of students and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.
- To assume a lead role within the safeguarding team.
- To support the SLT with the development of a programme of integration and inclusion in line with partner schools.

Organisation, Leadership and Management

Specific Responsibility

- To create, develop and maintain a high quality educational environment for students with a range of learning difficulties
- To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.
- To play a full and active role in supporting and promoting every aspect of the life of the school.
- To attend local council body meetings as appropriate.
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.
- To keep abreast of developments within education and the special sector at local, national and international level.
- Supporting the Principal in Professional Duties: To assist the Principal in mutually agreed areas of school leadership and management.
- To fully deputise for the Principal in his/her absence.
- The post holder will work alongside other academies within The Shaw Education and foster strong relationships to develop further partnership working.

Management of Teaching and Learning

Specific Responsibility

- To ensure effective and progressive long, medium and short-term planning of the school curriculum.
- To assume a shared responsibility for assessment, recording and reporting of students' progress, both quantitative and qualitative, ensuring progression and continuity
- To ensure that all students have equality of access to the whole curriculum, maintaining a stimulating, relevant and effective learning environment in which the individual needs of students are met.
- To share responsibility for all monitoring and quality assurance activity and play an integral role in ensuring standards remain high.
- To offer consistent pastoral support for students and to provide expert guidance on the management of challenging behaviours.
- To promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning.
- To ensure that the planning and delivery of the curriculum is tightly focused and tailored to meet students individual needs.
- To undertake any teaching commitment as appropriate to promote excellent classroom practice and sustain curriculum innovation.
- To lead and manage an effective intervention programme that will bring around best outcomes for young people
- To lead a core subject area and deliver to a range of abilities including BTEC and GCSE accreditation.

Management of People

Specific Responsibility

- To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.
- To maintain a positive team ethos through effective communication and shared discussion and training.
- To promote positive links between the school and students' families, external agencies and the wider community
- With other school leaders, oversee timetables, assembly and duty rotas and weekly information lists to ensure the smooth operation of the school
- To share responsibility with principal and middle leaders for day to day management of staff, including arranging cover for staff absence.
- To collectively monitor staff attendance with the school's HR and finance officer and to address these issues effectively as they arise, with support from HR.

General notes

1. Job descriptions are to be reviewed annually.
2. The responsibilities listed above are the basic essentials of the post; it is always open to the post holder to propose ways of extending these responsibilities
3. Walton Hall Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.