

## Job Description

KEY INFORMATION	
Post title:	Secondary Vice Principal
Grade:	L16 - L20
Responsible to:	Principal
Responsible for:	School staff and students

OVERALL PURPOSE OF JOB
Provide effective leadership and management, ensuring the delivery of high quality provision and the best outcomes for students. Lead on an area within the Deeps – Deep Support, Deep Learning or Deep Experience. Deputise for the Principal where required.

MAIN DUTIES AND RESPONSIBILITIES	
1	Support the Principal with the strategic and operational leadership and management of the school
2	Drive forward improvement priorities, raising standards and outcomes for all students in school
3	Evaluate school performance within the assigned Deep, reporting on this to the Principal, identifying and agreeing priorities for improvement and acting on these as appropriate, delegating responsibility as required and holding employees to account for their areas of responsibility
4	Establish and sustain high-quality teaching across all subjects and phases, leading on and conducting lesson observations and other quality assurance activities
5	Have ambitious expectations for all students, including those with special educational needs and disabilities and those who are disadvantaged, and promote an inclusive culture that enables all students to access the curriculum and achieve their potential
6	Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for students
7	Ensure reliable and consistent approaches are used to assess pupils' knowledge and understanding of the curriculum
8	Model excellent teaching and behaviour management of students at all times
9	Be a highly visible presence around the school, including at lesson changeover, before and after school, at break and lunchtime, ensuring students arrive on time to school and class

10	Support with the development and review of the school improvement plan, ensuring progress against areas of responsibility in the plan and own objectives
11	Line management of assigned staff in school. Inspire, motivate and coach direct reports and other staff to ensure the promotion of a shared culture and vision
12	Develop and retain high-quality staff through effective recruitment, professional development and performance management
13	With the Principal, monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
14	Establish clear and open lines of communication with all stakeholders
15	Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all students, including developing positive relationships with other schools and trusts
16	Ensure staff and students' safety and welfare through effective approaches to safeguarding
17	Attend and actively contribute to both internal and external meetings as and when required
18	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	Good honours degree, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	Evidence of recent and relevant CPD
4	<i>Further qualifications relevant to the role, for example NPQSL (desirable)</i>
Experience	
1	Experience in a relevant leadership role in a secondary setting
2	Excellent classroom practitioner with evidence of excellent outcomes for students
3	Experience of engaging with staff, parents and other key stakeholders
4	Line management experience
5	Experience in narrowing the gap for vulnerable students and those with additional needs
6	<i>Experience of school improvement, including involvement in school self-evaluation and development planning (desirable)</i>
Skills/Knowledge/Abilities	
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all students, both personally and academically
2	Understanding of high quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning
3	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
4	Ability to build strong relationships and communicate effectively to a range of stakeholders, including students, staff, parents, governors and others
5	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account
6	Evidence of taking initiative, being creative and solving problems
7	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform strategy and whole school improvement
8	<i>Knowledge and experience of the Ofsted framework in relation to secondary settings (desirable)</i>



Personal Attributes	
1	Strong personal and professional integrity, with resilience and ability to motivate self and others, provide inspirational leadership and be an excellent role model
2	Confidence in dealing with challenging conversations and adhering to policies and procedure
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	A commitment to aspirational outcomes for all students
7	A commitment to equality and diversity
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check