

Teaching Staff Job Description

1 Personal Details

| | |
|---|---|
| JOB TITLE: | Assistant Vice Principal |
| LINE MANAGED BY: | Vice Principal Student Progress and Support |
| PERFORMANCE MANAGEMENT REVIEWER: | Vice Principal |
| DISCLOSURE LEVEL: | Enhanced DBS |
| DATE: | March 2017 |

2 JOB PURPOSE: (The job's overall objectives)

- 2.1** Working in partnership with the Senior Leadership team and particularly the Vice Principal to play a lead role in developing the quality of student support for academic and personal development and well-being in the school in support of its drive to Outstanding status. To be a strategic and supportive member of the Senior Leadership Team, playing a key role in the development of the School on its journey to become 'outstanding'.

3 PRINCIPLE ACCOUNTABILITIES (The end results you are expected to achieve)

3.1 STRATEGIC DIRECTION AND DEVELOPMENT

1. To continuously develop the quality of student support through work with the School's leadership team and pastoral teams, monitoring and evaluating current provision and its responsiveness to the raising achievement agenda and ensuring statutory responsibilities are met.
2. To demonstrate a passion and commitment to and for high quality learning experiences at all levels and inspire in others a drive for the highest standards of behaviour and personal development supporting the drive for high academic achievement and progress and
3. To support line managed departments to deliver a co-ordinated, coherent curriculum entitlement for all pupils.
4. Contribute to the school improvement plan.
5. To work as part of the School's leadership team to evaluate the effectiveness of support systems and inform their development and improvement planning.

3.2**SPECIFIC RESPONSIBILITIES**

1. Lead and Line manage the team of Heads of Year and Assistant Heads of Year.
2. To oversee all aspects of academic and personal mentoring and support.
3. To oversee the management of student behaviour and uniform throughout the school ensuring that school expectations and standards are being consistently applied.
4. To oversee the organisation of all internal and external alternative provision including the Seclusion Room.
5. To be one of the Designated Safeguarding Leads, as part of a team responsible for all aspects of Child Protection and Safeguarding.
6. Oversee the Pupil Progress reward system.
7. Liaise with social services, the Police and outside agencies as appropriate.
9. Heading up Student Voice and the School Council.
10. To update the School Admissions Policy and the secondary transfer procedures.
11. To have the responsibility for aspects of SMSC and the ethics and values of the school and for promoting British values across the school.
12. To oversee student I related and other relevant areas of the School Improvement Plan.
13. To organise the assembly programme
14. Establish and model for all staff positive relationships with the students based on high expectations, trust and respect.
15. Set the highest expectations of standards of achievement and behaviour through personal example and clear leadership.
16. Ensure that monitoring, evaluation and celebration are explicit in the management of each year group, meeting regularly with Heads of Year, EWO, Child Protection Coordinator and other staff as required.
17. Represent the views of the Heads of Year and year groups within the school, both through formal consultative procedures and informally where appropriate
18. To represent the Principal at the Student and Community sub-Committee meetings of the Governing Body and other meetings as deemed appropriate by the Principal
19. Keep abreast of current local and national educational developments and ensure effective dissemination amongst appropriate colleagues.
20. To advise the Principal and senior leadership team on pastoral developments and on their potential impact on the school
21. To participate in arrangements made in accordance with the regulations for the appraisal of staff.
22. To participate in the recruitment and deployment of Teaching and Support staff.

3.3**QUALITY ASSURANCE**

1. To effectively implement and monitor appropriate quality control systems.
2. To monitor the work of line managed departments and ensure evaluative reports are produced and improvement plans developed and monitored appropriately against KPI's

3.4**OTHER DUTIES**

1. Other suitable duties to be allocated according to the strengths of the successful candidate.
2. The post holder will be subject to appraisal objectives which will be agreed and reviewed annually.

- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

4 COMPETENCIES (Professional Characteristics that contribute to success at this level)

- To comply with all professional standards commensurate with your teaching status (e.g. NQT, QTS,C,P & E) as defined by the TDA framework for Professional Standards for Teachers.

5 PERFORMANCE MEASURES

- There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. The review will be in the context of the teacher's position in the profession (e.g. UQT/Main Scale/UPS/AST/ETS/Leadership) and based on evidence collected by the teacher and reviewer throughout the year including teaching observations and assessments of student progress.

6 POLICIES & PROCEDURES

- All teachers should demonstrate knowledge and understanding of the schools policies/procedures, e.g. taking delegated responsibility for the implementation of the Health and Safety Act in the area where you work.

7 SIGNATURES

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements that are commensurate with the job title and grade.

Signed: _____
Assistant Vice Principal

Date:

Signed: _____
Principal

Date: