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| |  | | --- | | **Job title: Vice Principal**  **Location: Bishop Lonsdale Church of England Primary Academy**  **Grade: L08 TO L13 Salary: £50,150 to £56,720** | | **PURPOSE OF JOB:**   * To provide leadership and management in the academy * To be accountable for high standards of teaching, learning and standards achieved across   the academy   * To be responsible for the efficient and effective use of resources * To contribute as a member of the Senior Leadership Team * To contribute to the Christian Distinctiveness of the academy promoting and modelling the Christian values which underpin the academy * To teach designated pupils and to undertake associated leadership and management   duties, as well as other general responsibilities in the academy as directed by the Principal. | | **RESPONSIBILITY LINKS**  Reports to: Principal | | **SPECIAL CONDITIONS:** n/a |  |  | | --- | | **STRATEGIC DIRECTION, LEADERSHIP AND DEVELOPMENT OF THE ACADEMY**  **MAIN ACTIVITIES:**   * Support the Principal in promoting the vision, aims, ethos and policies of the academy and Trust to promote high levels of achievement and attainment * Support the Principal in the preparation of the self-evaluation report and the Academy Improvement Plan and to meet the priorities within the Academy Improvement Plan and to take responsibility for * appropriately delegated aspects of it * Support staff in achieving priorities and targets which the academy sets itself and to provide   them with support and guidance in their implementation   * Work with staff and Local Academy Committee to prepare and update curriculum policies, schemes of work and job descriptions * Demonstrate high levels of social skills, dealing sensitively with staff, parents and other members of the academy community * Play a key role in the discipline and behaviour management of academy * Undertake other associated duties in the school as directed by the Principal * Lead aspects of the development of teaching and learning * Organise and lead meetings in keeping with the role of Vice Principal * Promote and nurture the Christian distinctiveness of the academy   **TEACHING AND LEARNING**  **The Vice Principal is required to:**   * Lead, manage and develop aspects of the curriculum and the learning contexts in order to   meet the needs of the learner, under the guidance of the Principal.   * Lead aspects of learning throughout the school developing and employing assessment   strategies and data analysis to raise standards, under the guidance of the Principal.   * Lead, develop and enhance the teaching practice of other staff through monitoring and   evaluation and through implementing improvement strategies that ensure effective teaching and  learning, under the guidance of the Principal.   * Line manage a team of staff including the performance management of some staff members, under the guidance of the Principal. * Develop the team culture which promotes collaboration, sharing of professional values,   knowledge and understanding, celebration of achievements and a team responsibility for outcomes   * Ensure marking and assessment are undertaken in line with school policy   **LEADING AND MANAGING STAFF**  **The Vice Principal is required to:**   * Work collaboratively, within and beyond the classroom, with support staff, teachers, other   professionals, parents, agencies and communities to promote the well-being of learners, under the guidance of the Principal.   * Contribute to the development of teachers and teaching assistants, under the guidance of the Principal. * Work with students and newly qualified teachers to offer appropriate mentoring, induction   and support   * Lead staff in professional development activities and evaluate the outcomes, under the guidance of the Principal. * Take a lead role in ensuring the vision, aims, ethos and policies of the academy are shared and active, under the guidance of the Principal. * To pay due regard to the health and well-being of staff   **GENERAL RESPONSIBILITIES**   * Establish and maintain a supportive ethos which enables learners to achieve   through creating and managing a positive learning environment and behaviour management strategy   * Plan effectively in the short, medium and long term and prepare lessons to provide for the   differentiated needs of learners and to ensure curriculum coverage   * Implement a range of effective teaching and learning strategies including assessment for   learning, employing inclusive practices for all learners, under the guidance of the Principal.   * Show continuing development of teaching expertise, subject and phase knowledge to enrich   the learning experiences of pupils   * Contribute to the monitoring and development of a curriculum area to ensure high standards, under the guidance of the Principal. * Play a role in the development and application of policies and practice to raise standards   in the academy   * Contribute to meetings, discussions and management systems necessary to co-ordinate the   work of the academy as a whole, under the guidance of the Principal;   * Promote equal opportunities within the academy and to seek to ensure the implementation of the academy's equal opportunities policy; * Be aware of issues of health and safety and to alert the Principal to any potential risks   within the academy   * Assess pupils' achievements and progress by reference to arrangements agreed within the   Academy   * To ensure compliance with Health & Safety legislation   Any other duties which are commensurate with the grading of the post | |  | |  | |