

Job Description for Vice Principal

Leadership Range L12-L15: £65,285pa - £70,293pa (ISR includes 7 increments)

Purpose of the role:

The strategic development of excellent teaching and learning that will secure good outcomes for all our students, you will work with members of the SLT under the direction of the principal and be responsible for **the development of teaching and learning at St Peter's through Initial Teacher Training and provision of data to stakeholders.**

Reporting to: Principal

Line Management: To be agreed

Strategic Development of the Training School

- To build and maintain relationships with local and national ITT providers.
- Mentoring and supporting trainee teachers
- Ensuring high quality teaching practices
- Promoting professional development
- Mentoring and supporting the professional development of Early Career Teachers
- Ensuring the ECTs receive adequate induction and support

Promotion of Catholic Social Teaching

- To support the promotion of Catholic Social Teaching through ITT and CPD

Transition and Liaison with Catholic Partner Primary Schools

- To be responsible for the transition of students from Year Six to Year Seven
- To be responsible for further developing relationships with Catholic partner primary schools and other stakeholders through effective liaison

School Policies

- To ensure that all policies are updated in line with required time frames
- To ensure that all policies are in line with mandatory requirements
- To ensure that staff are familiar with changes to policies

Staff Well-Being

- To further develop staff well-being
- To be responsible for staff personnel issues

Complaints

- To be the school complaints officer

Student Voice

- To organise and run Student Voice through the school to support School Improvement

Data Management

- To provide data to SLT, Governors and other stakeholders in an appropriate form to further school improvement.

Other Leadership Responsibilities

- To lead year assemblies as appropriate
- To be a visible presence around the school
- To comply with and promote the school's policies
- To develop and promote school policies and procedures that ensure that the schools' ethos is reflected in all aspects of the schools' work.
- To have a teaching commitment
- To ensure that Governors are well informed about school policies, plans and priorities, it's success in meeting objectives and targets and future developmental needs.
- To support the principal in the deployment of staff and support them in their duties
- Maintain and develop positive and supportive relationships with staff, parents, clergy and governors
- Any other duties that might reasonably be expected of a Vice Principal
- To make a substantial contribution to the Catholic life and ethos of the school

Meetings

- To meet with the Principal, Leadership Team, key colleagues and teams as appropriate
- To attend, lead and contribute to team meetings as appropriate
- To provide reports for governors to ensure that they have information necessary to evaluate the progress of the school
- To attend governors' meetings as appropriate
- To attend external meetings as appropriate

Other

To play a full part in the life of the school, supporting its distinctive Catholic mission and ethos and encouraging staff and students to do the same

To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities























To engage actively in the appraisal process and the performance management of staff
















To undertake any reasonable task at the request of the principal

Other duties as instructed by the principal that are within the spirit and scope of the job purpose and its grading.

Person Specification for Vice Principal

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	<i>Essential</i>	<i>Desirable</i>
Qualifications/ education/ training	<ul style="list-style-type: none">  Supportive of and able to contribute to the Catholic ethos of St Peter's  Degree  DfE recognised teaching qualification such as a PGCE or equivalent  Successful leadership and management of the delivery of high-quality education  Evidence of successful middle leadership 	<ul style="list-style-type: none">  Practising Catholic  Relevant post-graduate study or qualifications  Evidence of continuing professional development including working towards or attainment of Leadership Pathways, or NPQSL
Experience	<ul style="list-style-type: none">  Recent successful comprehensive school experience at middle leadership level or post of equivalent responsibility within the education sector  Experience of leading departmental or whole school improvement of teaching and learning  Knowledge of current initiatives in education especially in terms of evidence-based learning and ITT  Knowledge of current initiatives in education relates to raising standards and achievement  Experience of monitoring progress of students  Experience of raising standards through staff CPD  Ability to inspire, motivate and challenge students  Successful track record of raising achievement as a curriculum leader or in another similar role  Recent and relevant experience of teaching at secondary level up to the age of 18  Knowledge and understanding of the principles and practice of school self-evaluation  Demonstrable experience of utilising data to secure improvements in student outcomes 	<ul style="list-style-type: none">  Experience of working in an outstanding school  Experience of leading curriculum innovation  The ability to teach a core subject

<p>Leadership and management skills and attributes</p>	<ul style="list-style-type: none">  Proven leadership, management and teaching skills  Knowledge and understanding of the principles and practice of school evaluation  Ability to plan meticulously and think strategically  Ability to analyse and use data to inform improvement strategies  Proven ability to inspire, challenge and motivate others instilling accountability in staff for the impact of their work on student outcomes  Contribution to the wider life of the school community  An able, dynamic & outstanding teacher who is willing positively and imaginatively to contribute to the senior leadership of the school, demonstrating energy and resilience 	<ul style="list-style-type: none">  Understanding of how to create and present data for different audiences
<p>Communication</p>	<ul style="list-style-type: none">  Ability to have difficult conversations with students and parents, and achieve the desired solution/outcome  Ability to communicate effectively with students, parents and colleagues showing warmth, empathy, respect for other and professionalism at all times  Excellent written and oral communication skills for a variety of audiences  Good interpersonal skills 	
<p>Personal Attributes</p>	<ul style="list-style-type: none">  Positive attitude to team building across the school and a team player  High levels of motivation and energy  Ability to work under pressure whilst maintaining an appropriate work/life balance  Be passionate about teaching and learning  Enthusiasm for student and staff wellbeing, their success and happiness  Excellent teaching leading to good outcomes 	

General Information

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.