



Job Description and Person Specification	
Post Title	Vice Principal - Standards and Curriculum
Responsible to	Principal
Contract Working Hours	Full Time, Permanent
Salary	L16-L20
Review	Annually (September)
Disclosure Level: Enhanced	
<ul style="list-style-type: none"> ● due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service) ● the duties outlined in this job description may be modified by the Principal, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title ● this role is also subject to completion of satisfactory checks to meet the required prohibition regulations 	
Mission Statement	
To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background.	
Main Duties	
<ul style="list-style-type: none"> ● carry out the duties of this post in line with the remit outlined in the current Academy Teachers' Pay and Conditions Document, carrying out the professional duties of a teacher as required ● ensure that Keeping Children Safe in Education 2018 underpins all aspects of the Academy ● work alongside the Principal, Academy Leadership Team and Governors to ensure the aspirational aims, objectives of the Academy and Trust strategy are achieved ● Using knowledge and awareness of the Academy's Equality and Diversity Policy and to implement provision in the execution of the post's duties ● provide staff with the relevant data to ensure that student progress is maximised ● analyse internal and external performance data to monitor progress, identify progress and ensure strategies address underachievement ● construct a timetable providing an enriching curriculum entitlement which meets pupil needs and Academy expectations ● ensure staffing requirements are identified ● manage the process of reporting to parents ● be responsible for the Academy strategy for Pupil Premium and Year 7 Catch-Up funding ● be responsible for the Academy ICT strategy including Ipads ● work with administrative staff to ensure staff cover is efficiently organised and managed ● Strategic leadership of intervention programmes including co-ordination of out of school revision/Study Support ● Strategic leadership of Deep Learning Days ● undertake any professional duties, reasonably delegated by the Principal 	
rational Duties	
<ul style="list-style-type: none"> ● develop the use of the SIMS Academy database, ensuring that information is kept up to date ● supply timely, accurate and relevant student data/statistical returns to the Trust and external agencies as required including census ● oversee baseline testing on entry to Granville ● formulate Academy targets and advise the Principal, Leadership team and Governors of targets for all Key Stages ● lead DLs in the pro-active monitoring of subject and key stage area performance to maximise success ● oversee the data creation process for the Faculty Progress Meeting and lead the programme of meetings ● lead on all aspects of examinations across the school including entry, access and other specialist arrangements, appeals and co-ordination of results ● ensure school policies for assessing, recording and reporting on pupil achievement are adhered to and that assessment information is accurate 	

- lead on the development of internal and external moderation practices to ensure accuracy of predictions and the tracking and monitoring of performance across the Academy
- provide training on data to all staff as required, including data analysis tools such as SISRA
- contribute to writing and providing data for relevant sections of the Development Plan, SEF and KPI
- contribute towards Appraisal judgements in terms of data
- support aspects of Health and safety and website compliance

Other Leadership

- teaching responsibility proportionate to level of responsibility and Academy needs
- demonstrate teaching of the highest quality
- work with ALT to ensure outstanding practice and ensure the smooth day to day running of the Academy
- conduct formal Teaching & Learning observations within the Academy and feedback to members of staff
- ensure that each Faculty has a completed a Development Plan and undertake termly reviews
- take responsibility for a group of staff for Appraisal or Performance Management as required
- participate in external and internal recruitment processes as required
- attend Academy Leadership team meetings
- manage FPM and FLM meetings as scheduled to review identified issues
- attend and lead on the organisation of Academy parent evenings, awards, options and Open Evenings
- attend all relevant Governors meetings
- effectively manage budgets for which you are the budget holder
- effectively line manage staff, as directed by the Principal in line with their job descriptions
- support the coaching of staff where teaching is not yet consistently good
- support the embedding of a culture of 'open classrooms' as a basis for sharing best practice
- contribute to staff CPD to support improvements

Regardless of specific responsibilities, all members of ALT will

- support the Principal and governors in establishing a culture of high expectation, aspiration and pursuit of excellence across the Academy, demonstrating teaching of the highest quality
- maintain a visible, professional and high profile across the Academy
- provide a supportive, professional ethos, always leading by example
- play a major role in Academy improvement and Academy self-evaluation planning process, through agreed priorities and implementation of action plans
- lead by example and be an excellent role model for professional standards and Integrity
- demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
- facilitate the smooth day-to-day running of the Academy in a positive, calm, learning environment
- assist with the recruitment and retention of high-quality staff
- prepare agendas, chair meetings and keep records in accordance with role and line management responsibilities
- contribute to keeping Academy policies, website and other documentation up to date
- deliver Academy assemblies as part of the rota system
- represent the Academy at internal and external functions, meetings and events
- support and encourage extra-curricular activities to enhance the Academy learning experiences
- work with primary Academies, secondary partners and network groups as appropriate

Corporate Responsibilities

- assist with pupil needs as appropriate during the Academy day
- show support for and uphold our ethos, values and policies
- promote high standards in attendance, punctuality and appearance, adhering to Staff Code of Conduct
- support the induction of new staff, students and apprentices
- communicate effectively and professionally, both orally and in writing
- reflect on, evaluate and take responsibility for outcomes in order to raise standards further
- make a positive contribution to the wider life and ethos of the Academy
- act with professionalism, integrity and with due regard to matters of a confidential nature at all times
- ensure the implementation of and compliance with all policies and procedures relating to safeguarding, Child protection, prevent, Health and Safety, security, confidentiality and data protection, Inclusion Race Relations, Equal Opportunities, seeking advice as necessary
- comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description

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

Person Specification			
Attributes	Essential	Desirable	How Identified
Qualifications	<p>Qualified teacher with strong knowledge and experience of pedagogy and learning theory across the Secondary School age range</p> <p>Evidence of further accredited professional study such as MA, MED, NPQSL, NPQH</p>		<p>Application</p> <p>Application</p>
Experience of	<p>An excellent classroom practitioner with consistently good/outstanding teaching and positive outcomes</p> <p>Recent experience of working successfully as a senior leader in a school</p> <p>Working with Leadership Team on School Improvement Priorities</p> <p>Leadership of a significant area, phase, or inclusion, including responsibility for raising standards across the whole school.</p> <p>Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.</p> <p>Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.</p> <p>Timetable constructions and curriculum development</p> <p>Lead and manage others to successfully achieve agreed goals.</p>	Holding others to account to secure Academy improvement	<p>Application, Interview,</p> <p>Application, Interview</p>

	Working with a wide range of stakeholders in order to support pupils to overcome barriers to learning		Application, Interview
	Leading whole school strategies to improve attitudes to learning and raise aspiration		Application, Interview
	Coaching others to secure improvement		Application, Interview
Personal skills and attributes	Be an effective team player that works collaboratively with others.		Application, Interview
	Ability to manage own time and workload		Application, Interview
	Well-developed interpersonal skills to be able to relate well to a wide range of people		Application, Interview
	Support, motivate and inspire both colleagues and pupils by leading through example		Application, Interview
	Able to hold difficult conversations and hold others to account		Application, Interview
	Literacy, numeracy and ICT skills to analyse, interpret data and present key findings		Application, Interview
	Able to use initiative to anticipate solve problems/is solution focused		Application, Interview
	Is committed to continuous self-development		Application, Interview
Special Requirements	Driving License	Enhanced DBS clearance	Interview

At Granville Academy, we believe in Equal Opportunities and Diversity for ALL. Granville is committed to Safeguarding and Promoting the welfare of its pupils and expect all employees and volunteers to share in its commitments.

Verification			
Signed	_____	(Post holder)	Date _____
Signed	_____	(Principal)	Date _____