

## Job Description

### Post: Senior Vice Principal

#### Purpose

To support the vision and values that the Principal wants to embed throughout the academy. To lead on the successful implementation of school policies and procedures in support of the Trust's relentless focus on student achievement in order to prepare our students to lead successful lives.

#### Duties and Responsibilities

- Sustain the aims and objectives of the Academy, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- Liaise with all stakeholders to support school improvement and maximise students' progress
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Lead by example - with integrity, diligence and civility - drawing on your own expertise and skills, and that of those around you
- Carry out the professional duties of the Principal in the event of his / her absence from the academy
- Challenge underperformance at all levels with effective corrective action
- Ensure high management standards of staff so that their contribution to the work of the academy is developed and maximised
- Support the academy Improvement Planning and review process
- Manage the academy's involvement in relevant networks
- Manage resources and allocate them to support effective teaching and learning
- Ensure all staff follow academy guidelines and implement policies
- Highlight any areas for concern and support staff in reaching the expected standards of performance
- Provide regular reports to all stakeholders on the success of strategies and procedures
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
- Responsible, with the Principal, for staff appointments, taking into account the relevant employment legislation
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Give regular feedback to colleagues in a way which recognises good practice, supports their progress and results in a tangible impact on students' learning
- Carry out a share of supervisory duties in accordance with published rotas
- Participate in appropriate meetings with colleagues and parents relative to the above duties
- Ensure confidentiality of the school's activities is maintained to protect the integrity of the academy and its people
- Engage fully in the academy appraisal process
- Carry out any other reasonable duties as requested by the Principal

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***