

Job Description

Vice Principal: Curriculum and Assessment

Reporting to: Principal

Contract: September 2023 or sooner

Working Pattern: Full Time

Salary: L14 – L18 (£61,943 - £68,348)

The Role

The exact role and specific responsibilities for the Vice Principal will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for Headship.

The Vice Principal leads on such areas as teaching, learning, assessment curriculum development, timetabling, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. As a member of the senior leadership team, the Vice Principal will also be centrally involved in the overall leadership and management of the academy, helping to establish a school culture that is both nurturing and rigorous in order to achieve excellence.

Key Responsibilities

- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the academy
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Academy Improvement Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long term planning
- Working alongside the Principal, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.
- Deputise for the Principal when required

Leadership and Management

- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- Support, where required, the leadership of effective external relationships with community and other stakeholders
- In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all pupils and the safety and wellbeing of pupils and staff is promoted and maintained at all times
- To fully support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review process

- Facilitate projects, programmes or systems as directed by the Head of School
- Lead on and support to implement systems that work effectively in combination with whole academy systems and administration
- Line manage particular staff, including target setting, coaching and monitoring, ensuring that policies and procedures are adhered to
- In the absence of the Principal, to step-up and undertake the professional duties of the Principal, as reasonably delegated

Curriculum and Assessment

- Lead the development and management of the overall curriculum of the Academy, in line with Ark's curriculum model.
- Lead the development and management of the timetabling of the curriculum
- Track and review progress and attainment of pupils across all year groups
- Develop, implement and evaluate the academy's formative assessment model
- Lead the KS3-KS4 options process
- Lead and support all Faculties to develop and manage subject tracking systems
- Develop and lead the academy's Pupil Premium strategy to ensure that the highest level of progress and attainment is achieved across all subject areas.
- Develop and lead monitoring and evaluation cycles across all subject areas
- Audit all curriculum areas to ensure statutory compliance, excellent standards of provision, the highest levels of attainment and use effective systems and processes.
- Develop and lead on curriculum intent documentation across all subjects.
- Lead on internal and external examinations.
- Develop and lead on the catch up/intervention provision for pupils across all year groups

Pastoral Care

- To lead rapid and sustainable change in raising the standards of student behaviour and attitudes
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- Ensure the consistent implementation of the behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.
- Collect and analyse patterns of data relating to behaviour and culture to inform practice and training in a systematic manner.
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the academy's community.

Quality of Education

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at chronological reading age level or above. If well below level, make significant and continuing progress towards achieving at level
- To maintain a teaching timetable, modelling excellent practice in terms of classroom teaching, preparation, marking and assessment.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Vice Principal: Curriculum and Assessment

Qualification Criteria

- Qualified to teach and work in the UK
- Qualified to degree level and above
- NPQSL

Knowledge, Skills and Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and a belief in the potential of every student and alignment with Ark's high aspirations and high expectations of self and others
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Ability to manage and maintain effective working relationships with staff, parents and other external stakeholders

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.