**Job Description: Vice Principal**

**Reports to:** The Principal

**Start date**: September 2020

**Salary:** Competitive

**The Role**

The Vice Principal will work closely with the principal and senior team to embed Ark Blake’s vision and build an exceptional school from scratch. You will be play an important role in the overall leadership and management of the academy and should be prepared to lead on aspects of any of the six pillars:

* **Exemplary behaviour** including our behaviour, rewards and pastoral care systems
* **An academic curriculum** including timetabling, assessment & data
* **Excellent teaching and learning** including instructional leadership and collaborative planning
* **Knowing and valuing every child** includingsafeguarding and our school’s Character Education
* **High expectations** including enrichment, careers & destinations
* **Always learning** including new teacher mentoring, coaching and weekly teacher and leadership training

The specific responsibilities of each Vice Principal will be agreed according to the successful applicant’s areas of strength, interest and expertise. They will be reviewed annually and will be subject to change as the school grows. Each member of the senior team will have the opportunity to gain experience in more than one aspect of school leadership in preparation for headship.

**Key responsibilities**

* Embed Ark Blake’s vision in all school provision and ensure it feeds into the annual school evaluation and development planning
* Instil an ethos and culture of high expectations in every aspect of academy life
* Safeguard all pupils, and promote and maintain the safety and wellbeing of pupils and staff at all times
* Build effective external relationships, including with parents, the wider community and other stakeholders
* Support practices that improve provision across the Ark network

**Outcomes and activities**

**Vision & Leadership**

* Communicate the academy vision effectively to pupils, staff and wider stakeholders
* Contribute to the establishment, implementation and review of whole school systems and policies
* Feed into the codification of the academy’s provision to embed high quality practice in all areas
* Demonstrate a commitment to equality of opportunity for all members of the academy’s community
* Build and maintain strong working relationships with the network, community, agencies, and stakeholders, including parents and the Governing Body
* In the absence of the Principal, undertake the professional duties of the principal as reasonably delegated

**Management & Training**

* Line manage middle leaders and/or operational leaders, and oversee their development
* Ensure that the culture and ethos of the school, along with the pillars, inform all practice in line-managed departments
* Develop all staff in line-managed departments as educational leaders and ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard
* Deliver high quality training as part of the annual staff induction and CPD programme
* Coach and/or mentor staff as required
* Commit to the professional development of self and others

**Culture and ethos**

* Contribute to the development of clear systems to establish and maintain a positive and disciplined climate for learning in classrooms and around the school
* Complete duties around the school, modelling best practice for all staff
* Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

**Teaching**

* Model outstanding teaching practice in terms of planning and preparation, teaching and assessment
* Ensure that all pupils achieve at chronological age level and make exceptional progress

**Development of the Ark Network**

* Share codification and innovation work with others in the network to develop great practice
* Value and support practices driving continued progress across the network of Ark schools

**Other**

* Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake any other responsibilities as directed by the Principal

**Person Specification: Vice Principal**

**Qualification Criteria**

* Strong A Levels or equivalent
* Qualified to degree level and above
* Qualified to teach and work in the UK

**Experience**

* Experience of having led and managed a team of people
* Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage
* Experience of having led, or significantly contributed to, the success of a whole school initiative

**Behaviours**

**Leadership**

* Able to work in close harmony with the Principal and senior team
* Management style that encourages participation, innovation and confidence
* Ability to lead, coach and motivate staff, including professional development and effective management of underperformance
* Strong interpersonal, written and oral communication skills
* Resilience and motivation to lead the academy through day-to-day challenges
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all pupils.

**Vision and strategy**

* Vision aligned with Ark Blake’s high aspirations and high expectations of self and others
* Understands strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
* Excellent organisational skills
* Competent in the use of data to inform and diagnose weaknesses

**Teaching**

* Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

**Leading External Relationships**

* Can develop and maintain effective working relationships with parents and the wider community
* Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Criminal Records Bureau disclosure.