



Job Description: Vice Principal – Teaching and Learning

Reports to: Principal
Start date: September 2021
Contract: Permanent, full-time
Salary: Ark Leadership 8 – 12 £58,989 to £64,252 per annum
Location: Acton, London
Deadline: Monday 24th May 2021 at 9am
Interviews: W/c 24th May 2021 (virtual)

The Role

There will be a focus on the delivery and development of teaching and learning and the structures that are necessary for ensuring the continuous improvement of teaching and learning within the academy. As a member of the senior leadership team the appointed candidate will have a shared responsibility for the overall leadership and management of the academy in our collective pursuit of the highest possible standards.

Key Responsibilities

Leadership and management

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behaviour and attainment
- Take responsibility for day-to-day management of the school alongside the Head and SLT, and in the Head's absence, take full responsibility for the school
- Lead, develop and line manage staff effectively
- Lead by example through modelling outstanding teaching and lead collaborative planning and development including the sharing of resources and best practice within the school
- Develop strong partnerships and ensure effective communication with all staff, parents and carers.
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- In partnership with the head and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

Improving Teaching & Learning

- Monitor, evaluate and drive improvement of the quality of planning, teaching and learning, and assessment across EYFS, Key Stage 1 and 2.
- Enable all teachers to achieve expertise in teaching and learning, through co-planning, coaching and mentoring, as well as through the planning of and delivery of CPD and INSET training days
- Ensure continuity and progression in teaching across the school by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and by supporting them in setting clear learning objectives
- Monitor the work of all teachers through observations, learning walks, learning dialogues, book scrutinies, an understanding of class data and classroom learning environments
- Ensure the continuous development of teachers through coaching and co-planning sessions and where applicable, monitor this where delivered by others
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

**Curriculum Development**

- Work with the Head of School to evaluate the impact of the curriculum to ensure effective implementation of the curriculum aims
- Monitor and evaluate the curriculum provision and enrichment for all year groups working with the relevant subject leaders
- Lead the continued development of the programmes of study to achieve continuity and progression.
- Support staff in the planning and implementation of their programmes of work.
- Keep up-to-date on current research and thinking and bring relevant documents to the attention of staff.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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: Teaching & Learning Lead

Qualification Criteria

- Qualified to teach in the UK

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented, and evaluated effective, imaginative, and stimulating schemes of work
- Experience or knowledge of improving the quality of teaching and learning through the development of progression plans, schemes of work and high-quality resources
- Experience leading a team and/or working to support the significant success of others
- Experience of interpreting complex student data to drive lesson planning and student progress
- Be or demonstrate the potential to become an outstanding teacher
- Enthusiasm for teaching and learning
- Effective and systematic behaviour management
- Knowledge of the national primary education system, examinations, and curriculum
- Experience of coaching and co-planning
- Experience of working with the Ark Great Teacher Rubric

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

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.