

Job Description: Vice Principal

Reports to: The Principal
Start date: May or September 2019
Salary: Competitive

The Role

The vice principal will work closely with the principal to embed Ark Pioneer's vision and build an outstanding school from scratch. You will play a key role in the overall leadership and management of the academy and should be prepared to lead on any of the six pillars:

- **High aspirations** including enrichment, careers & destinations
- **Rigorous academic curriculum** including timetabling, assessment & data
- **Excellent teaching** and collaborative planning
- **Strong discipline** including our pastoral care systems and safeguarding
- **Instilling values** and our school PSHE & character programme
- **Quality training** including NQT and ATT mentoring, coaching and weekly teacher and leadership training

The specific responsibilities of each vice principal will be agreed 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 Pioneer's vision in all school provision and ensure it drives strategy, feeding into the annual school evaluation and development plan
- 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
- Establish, implement and review whole school systems and policies
- Codify 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 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 assistant principals, middle leaders and/or operational leaders, and oversee their development
- Ensure 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

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

- Maintain a teaching timetable, modelling outstanding practice in terms of planning and preparation, teaching, marking and assessment
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level

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 school leadership at senior level
- 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
- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- 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 Pioneer's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Excellent organisational skills and ability to delegate
- Confident using 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 highly effective working relationships with parents and the wider community
- Comfortable working 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