



Job Description – Vice Principal: Teaching & Learning

About this role

You will lead our teaching & learning team to develop our teachers at all stages of their career and to ensure that teaching across our school establishes high expectations in every classroom through strong routines, great relationships and the impactful delivery of our curriculum. Our teaching and learning model has been developed over the last 7 years but is constantly reviewed and improved.

Your key responsibilities will be to directly lead, or line manage others to lead on all aspects of how we monitor and review the quality of teaching and develop all staff in their roles from induction through to leadership development.

You will play a leading role in our core team alongside the Principal, vice principals and our senior leadership team to continue to develop our impact as a team and build our nurturing and rigorous school culture. This will include line management of departments.

Key Responsibilities

- To directly lead or lead others in the following areas: our vision for teaching, monitoring and review of the quality of teaching; the creation, delivery and evaluation of our personalised professional development programme for all teaching and pupil facing staff; provision for trainees; development and delivery of our leadership programmes.
- Be a leading member of the Senior Leadership team and support all aspects of whole school decision making and operational leadership including the development and implementation of the academy's vision and school improvement strategy
- Be responsible as part of the Senior Leadership Team for the safeguarding of all pupils, and to ensure that at all times the safety and wellbeing of pupils and staff is promoted and maintained.

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 our mission and values 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 and embedding 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: Teaching & Learning

Qualification Criteria

- Qualified to teach and work in the UK

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding how to improve and sustain an effective behaviour policy
- Experience at Assistant Head or Deputy Head level (or equivalent)
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- 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
- 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
- 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).