



Job Description

Date: January 2022

Post Title: Assistant Vice Principal - BfL

Responsible to: Principal

Pay: L12-16

General Principles

- To assist in improving the academic outcomes of all students. To provide high quality leadership of learning for all staff and students.
- To carry out the functions of a teacher at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with their post, as delegated by the Principal / CEO.
- To be committed to safeguarding and promoting the welfare of our young people.

Job Outline

The Assistant Vice Principal for BfL is responsible for the standards and assist in the day-to-day management of Behaviour , dedicated to raising standards, have an excellent understanding of pedagogy, a committed team player and must have excellent communication skills, be flexible and be able to work on own initiative.

Principal Duties and Responsibilities / SLT responsibilities

- To assist the Principal / CEO to ensure that the aspirational aims and objectives of the academy are achieved.
- To assist the Principal / CEO in leading, planning and managing the successful delivery of the school's vision so that students' achievements (academic and pastoral) meet or exceed expectations and that the highest possible standards are secured amongst students and staff.
- To share direct accountability for the successful delivery of the vision for the school as a whole.
- Take a lead role in realising our strategy to achieve significant change in performance particularly in relation to our priorities of raising standards of behaviour, accelerating student progress, improving the quality of teaching and learning and strengthening leadership and management, sustainably.
- Create an achievement culture that promotes excellent behaviour, equality and diversity and high expectations of students and staff.
- Embody our values as a lead professional and role model of professional conduct for staff and students.
- Evaluate performance to identify and implement priorities for continuous improvement and to raise standards, especially of behaviour.
- Ensure and develop effective leadership and management to secure success for all.
- Establish effective and efficient systems and procedures for the smooth operation of the school.
- To be a visible presence around the site, maintaining a high profile.
- To liaise with and work with senior colleagues at other Trust schools to support strategic development, share good practice and plan collaborative activities for CPD, BfL.
- To ensure that the Ortu Federation is always presented positively within and beyond the schools.
- To assist the Principal by providing strategic leadership and direction to the academy and its community in order to deliver high standards of achievement and behaviour through a comprehensive programme of activities ensuring that all students have maximum support and opportunities to reach their current potential and achieve a position where they can become effective and valued stakeholders in modern society.
- To play a lead part in the wider community of the school.

- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Curriculum and progress line management: undertake the role of critical friend providing robust challenge and support for curriculum and progress leaders.

Assistant Vice Principal for BfL specific responsibilities

- Accountable for whole school BfL.
- Ensure statutory requirements for BfL are met.
- Develop and monitor the quality assurance model for the evaluation of BfL.
- Work with middle leaders to ensure understanding of BfL performance as tools to support and drive up standards.
- Be accountable for the implementation and on-going development / CPD from the outcomes of the Appraisal and Performance Management system for all staff which includes production of BfL CPD calendar.
- Curriculum and progress line management: undertake the role of critical friend providing robust challenge and support for curriculum and progress leaders.
- Oversight of cross Trust phase meetings in relation to BfL.
- Provide robust data, which enables BfL 'default settings' to be measured accurately and regularly in order to pinpoint specific development needs e.g. motoring of BfL and follow up actions.
- Develop staff practice to eliminate inadequate teaching (BfL) and improve the practice of all teachers and support in the classroom. Ensure the basics are right in terms of lesson planning for BfL as well as overall progress.
- Increase efficiency and effectiveness through smart centralisation of planning, sharing resources and expertise with all, including coaching in BfL.
- Build on and further improve the self-evaluation and quality assurance processes for BfL practice: lesson observations; learning environment, QALs.
- Involve, engage and educate students in BfL as partners in the learning process for all.
- Lead professional learning, including training, INSET and CPD for all staff linked to BfL school objectives.
- Develop a support plan to move all teaching (BfL) to at least good.

Teaching and Learning

- Provide professional leadership to a large team of teachers and support staff in the delivery of the full range of needs and related BfL in teaching.
- Ensure that appropriate innovative BfL techniques are available for all courses within the department/s and monitor their delivery by all departments.
- All BfL needs meet students' learning needs and are of outstanding quality.
- Providing high quality challenge and support together with mentoring and coaching to all staff within the school on BfL.
- To present themselves as a model of great teaching in BfL practice in all departments.
- To monitor the quality of BfL across the school.
- To coach and support teachers in BfL in all departments to overcome barriers to good learning.
- To lead all departments in planning and delivering consistently good and outstanding lessons (BfL) for all students.
- To ensure the Behaviour team positively intervene, support, coach and making changes where necessary.
- Monitor the quality of BfL in teaching and learning of students by undertaking QALs, work scrutiny, lesson observations and stakeholder feedback and by supporting whole school monitoring activities such as year reviews.
- To support and work with the Behaviour team to achieve outstanding departments.
- Ensure trainee teachers or supply / cover teachers are inducted to departments and adequately supervised. Provide access to the relevant BfL strategies e.g. The Hassenbrook Way' in lesson plans and schemes of learning to ensure these lessons maintain the department/s standards.

Equalities

Be aware of, support difference, and ensure that the school's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Criminal Records Bureau

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

** The duties and responsibilities listed above describe the post as it is at present. The final responsibilities of the successful candidate will be by agreement. All SLT members are expected to accept any reasonable alterations that may from time to time.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee, you may be required to work in any of the Trusts' locations or within other schools, the Trust may be supporting.

Date for review: At annual Performance Management review of Assistant Vice Principal for BfL

I confirm that I have read, understood, and accept, the above job description.

Signed _____ Date _____