



Job Description

Job Title: Vice Principal (Pastoral)

Location: Maltings Academy

Hours of work: Full Time

Reports to: Principal

Purpose of the Role:

To support the Principal and Senior Team in the strategic and operational leadership and management of the Academy, promoting its ethos and culture of high expectations and acting as a visible ambassador for the Academy.

With other members of the senior leadership team, the Vice Principal will undertake a range of organisational and supervisory duties and discharge routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff.

Safeguard all pupils and promote and maintain the safety and wellbeing of pupils and staff at all times

With training if necessary, the Vice Principal should be able to assume responsibility and deal with day to day matters in the absence of the Principal. In addition, senior leaders are expected to make a contribution to Academies Enterprise Trust, and support, where necessary, any of our Trust Schools.

Responsibilities

Working as part of this important team you will be required to carry out the following duties.

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Specific current responsibilities will include:

- Designated Senior Safeguarding Lead
- Instilling a culture of safeguarding in every area of the academy
- Instilling the highest standards of student behaviour, attendance and attitudes
- Pastoral leadership including SEND
- Alternative Provision including on-site provision
- Rewards/Sanctions/Effort



- Duty Rotas, On-Call timetable & Protocols
- Exclusions
- Uniform
- SLT Link to a year group
- Potential to be Designated LAC teacher

Leadership and Management

You will play a key role in the overall leadership and management of the Academy with a specific responsibility for behaviour and attitudes and will require effective leadership of different staff and teams. Senior Leadership Team responsibilities can be moved over time and rotated within the team. You should be prepared to lead on the following:

- Ensure a consistent and continuous school-wide focus on achieving the very highest expectations and standards for students and staff in a particular area of school improvement, using a range of data to quality assure performance and assess progress of improvement plans.
- Challenge underperformance and implement a range of effective strategies which lead to improvement.
- Manage, quality assure and develop the school monitoring systems for specific areas of school improvement.
- Report on a range of data and analysis to the Principal and Governing Body, including the leadership of a particular aspect of the School Improvement Plan.
- Act as a Senior Link to specific faculties and functions within the academy providing support and challenge whilst monitoring progress towards targets.

Teaching and Learning

- Model outstanding practice in terms of planning and preparation, teaching, marking and assessment.
- Set high expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes by students.
- Demonstrate good subject and curriculum knowledge.
- Adapt teaching to respond to the strengths and needs of all students.
- Plan and teach well-structured lessons.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR.

Corporate Responsibility

Together with the Principal and Senior Leadership Team:



- Seek opportunities to maintain the Academy at the forefront of educational practice
- Fully exploit the greater degree of autonomy afforded by Academy status for the benefit of students and staff working at the Academy.
- Continue to develop the ethos of the Academy and to champion innovation.
- Undertake such actions as are necessary to carry out designated whole Academy roles effectively and to a high standard.
- Provide a highly effective and efficient service for staff and students.
- Use your influence with staff and students to promote high standards and expectations of academic work, behaviour and attitudes within the Academy.
- Foster and sustain a culture of enterprise and creativity in all aspects of the Academy's operation.
- Contribute to outreach school improvement within Academies Enterprise Trust.

General

- Be a strong and visible leader throughout the Academy.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Academies Enterprise Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive. The post-holder may be required to carry out other duties as required by the Trust.

Other responsibilities

The Vice Principal will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Vice Principal will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal.

Our key drivers:

The post holder will be expected to operate in line with our key drivers which are:

Ambition - Maltings promotes and instils in students to be the very best they can be, by developing their talents and interests.

Pride - Positive social and intellectual behaviors are consistently visible which leads towards a feeling of achievement.

Resilience - Have the strength of character, emotional intelligence and drive to keep going in the face of difficulty.

Respect - A culture where mutual respect, courtesy, tolerance and diversity are without question embraced.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping

Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Vice Principal

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Degree • Evidence of appropriate professional development • Proven track record of excellent classroom practice • Evidence of successful leadership of a Faculty or section of the school • Whole school responsibility or 	<ul style="list-style-type: none"> •



		<p>significant contribution to whole school initiatives</p> <ul style="list-style-type: none">• Experience of contributing to effective professional development of staff• In-service training in leadership & management	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• A clear educational philosophy• Ability to see the big picture, think strategically and maintain a hands-on approach• Understanding of educational developments• Good knowledge and understanding of pedagogy and how to help students learn, effective learning strategies and the ability to apply this to everyday teaching• Good understanding of safeguarding• Good understanding of effective guidance and pastoral systems• Effective disciplinarian – commands respect e.g. assemblies• Ability to support	<ul style="list-style-type: none">•



		<p>others with behaviour management strategies</p> <ul style="list-style-type: none"> • 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • Excellent leadership and management skills in line with the national standards, including interpersonal, communication, organisational, administrative and ICT skills • Ability to lead, provide the big picture and whole school perspective and command respect • Highly motivated and able to motivate and inspire staff and students • Ability to lead, support, develop and motivate teams • Ability to delegate responsibility, deploy staff effectively and provide a focus for improvement • Ability to innovate, manage change and evaluate its impact • Excellent problem-solving skills 	•
	Forward and strategic planning	•	•



	Abilities	<ul style="list-style-type: none">• Commitment to and ability to raise achievement for all• Proven track record of raising academic standards, good examination results and delivery against targets• Experience of implementing a range of effective intervention strategies• Able to use data to inform teaching, for target setting and improving performance• Role model as excellent classroom practitioner – capable of delivering consistently good to outstanding lessons, using a range of teaching and learning strategies and using effective behaviour management• A student centred, inclusive, positive, “can do” approach to learning• Proven track record of improving teacher performance• Committed to ensuring excellent standards of behaviour at all times• Good use of new technologies as a tool for learning Strong	<ul style="list-style-type: none">•
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		<p>emphasis on relevance</p> <ul style="list-style-type: none">• to the world of teaching. Excellent lesson evaluation skills• Experience of monitoring and evaluating classroom practice through regular observations	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Excellent interpersonal skills with the ability to maintain strict confidentiality• Initiative and ability to prioritise own work and that of others to meet deadlines• Efficient and meticulous in organisation• Able to follow direction and work in collaboration with the leadership team• Able to work flexibly, adopt a hands-on approach and respond to unplanned situations• Ability to evaluate own development needs and those of others and to address them• Commitment to the highest standards of child protection and safeguarding• Recognition of the importance of	



		<p>personal responsibility for health and safety</p> <ul style="list-style-type: none">• Commitment to the Trust's ethos, aims and whole community.	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive	



		attitude towards legislative developments and the provision of equitable services	
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