

# The appointment of Vice Principal

*Required from September 2021*



**Principal : Mr S Woolley**

We are seeking to appoint an enthusiastic, inspirational and motivated Vice Principal with a passion for delivering first class teaching and learning experiences and a genuine desire to make a difference to the lives of our young people.

Applications are welcomed from all qualified candidates.

We are able to offer:

- The support of an outstanding Teaching team who are deeply committed to raising standards
- Students who genuinely want to learn
- High quality professional development within a Multi Academy Trust

Epworth is an easy commute for those based in Doncaster, Rotherham, Sheffield and Leeds. Potential applicants are welcome to visit or ring to discuss the post in more detail.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and young people and we expect staff and volunteers to share in this commitment. Appointments will be subject to DBS clearance and satisfactory references.

## Job Description

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<b>Job Title</b>	Vice Principal		Starting September 2021
<b>Department</b>	Leadership	<b>Closing Date</b>	10am - 1 <sup>st</sup> March 2021
<b>Salary</b>	L5-8	<b>Interview Date</b>	TBC
<b>Type of contract</b>	Permanent	<b>Weekly hours</b>	Full Time
<b>Location</b>	Epworth Primary Academy		

## Generic Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal with the teachers' agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It is expected that all staff will support the ethos and values of the Trust and academy, as reflected in policies developed by the Academy Oversight Committee of the academy, the CEO and the Directors of the Isle Education Trust.

## Vice Principal

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### Person Specification

- Hold and articulate clear values and moral purpose, focused on providing a world class education for all students
- Inspire and influence others in the academy community to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Be an exceptional senior leader with strong communication skills and a proven track record of making a difference
- Have extensive knowledge of how effective curriculum design and accurate assessments contribute to excellent student progress and outcomes
- Be an outstanding teacher who inspires colleagues and students

## Key Responsibilities - Leadership

- Work with financial astuteness, within a clear set of principles centred on the Trust and academy's vision, ably translating local and national policy into the academy's context
- Demonstrate highly effective distributive leadership throughout the academy, leading teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Support the Principal in managing the academy effectively and ensuring the successful implementation of change
- Lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff
- Set realistic expectations for high academic standards within the academy
- Take responsibility for key strategic areas of the academy as directed and agreed with the Principal/appropriate line manager
- As a member of the senior leadership team, lead the monitoring, evaluation and review of all aspects of academy life
- Provide support for subject leaders in the quality of teaching and learning.
- Ensure the academy's policies are up to date and reviewed regularly
- Contribute, shape and deliver the academy improvement plan, taking ownership of specific aspects linked to the role's responsibilities
- Share general aspects of academy leadership, including recruitment, staff development, organising and supporting events and communication
- Provide a safe, calm, nurturing and well-ordered environment for all students and staff, focused on safeguarding students and developing high standards of behaviour in the academy and in the wider society.
- Work within the Trust's systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively
- Ensure the academy is outward-facing and works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students
- Represent the academy with stakeholders and external bodies
- Provide a significant presence around the academy every day, including the carrying out of duties
- Deputise for the Principal from time to time as required

### **Key Responsibilities - Progress**

- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Maintain and improve standards, achievement and students' progress and development contributing fully to the strategic leadership, direction, quality assurance and staff leadership at the academy
- Provide challenge, support and research led intervention with subject leaders so that they have an impact on student progress and attainment
- Lead and coordinate the use of Pupil Premium monies and provide reports as required to evidence effectiveness
- Work with the Vice Principal, Teaching and Learning, using data to monitor student performance and work closely with form tutors, subject teachers and support staff to provide appropriate support for underachieving students
- Establish positive partnerships with parents/carers to involve them in their child's learning and progress
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

### **Key Responsibilities – Curriculum**

- In conjunction with the Principal and the academy's vision, exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of student's achievements and the academy's sustainability
- Ensure students have a coherent and ambitious curriculum which provides the acquisition of knowledge and development of skills that all students, particularly Disadvantaged and SEND students, need for their next stage of their life
- Ensure the curriculum is relevant and appropriate, and supports best outcomes for all students, including keeping abreast of curriculum changes and opportunities at a national level
- Be flexible in your approach to the delivery of an inspiring curriculum

### **Key Responsibilities - Assessment**

- Be responsible and accountable for the management and reporting of key aspects of academy life as agreed with the Principal, ensuring that stakeholders, including Trust partners and governors are kept up to date regarding the academy's progress
- Effectively lead the assessment of students to support progress including the assessment calendar and whole academy assessment approach which includes effective assessment systems at all levels

- Co-ordinate and lead on the delivery of whole academy examination and progress documentation and presentations including: external examination results analysis and the analysis of the formative assessment data captures to evaluate impact and secure improvement moving forwards.
- Ensure that data and predictions are reliable, transparent and clearly understood by all stakeholders
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence students' on-going progress in all subjects

### **All academy staff should:**

- Work with all students ensuring equality of opportunity for all. Take responsibility for Safety and Welfare of all students, raising any concerns following the academy protocols and procedures
- Work proactively and effectively in partnership with all stakeholders
- Comply with Health and Safety and all legal requirements
- Carry out a share of statutory supervisory duties
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position
- Participate in CPD relevant to the role: actively read current research and literature to contribute to the academy's ethic of excellence
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy
- Participate in arrangements for examinations and assessments
- Take an active role in promoting good behaviour in and around the academy
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Make a positive contribution to the wider life and ethos of the academy
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the academy and maintain high standards in your own attendance and punctuality
- Carry out all relevant tasks required by the Principal or line manager

## Other Responsibilities

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- Operate at all times within the stated policies and practices of the academy;
- Contribute positively and effectively to the whole academy ethos;
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the academy, individual departments and students;
- Attend and participate in appropriate calendared meetings;
- Take responsibility for own professional development and duties in relation to academy policies and practices;
- Liaise effectively with staff, students, parents and governors;
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above;
- Participate in performance management ensuring that performance standards and targets set and met within the agreed timescale.

<b>PERSON SPECIFICATION</b>		
<i>Qualifications</i>	Essential	Desirable
<i>Qualified teacher status in the UK</i>	A	
<i>Evidence of recent participation in a range of relevant in-service training</i>	A	
<i>Record of excellent classroom practice</i>	AIRO	
<i>Professional knowledge, skills and understanding</i>	Essential	Desirable
<i>Demonstrate success in raising achievement</i>	AI	
<i>The ability to create an outstanding learning and teaching environment for students, including disabled students and students from under-represented groups</i>	A	
<i>Knowledge of the National Curriculum and appropriate interventions for students to achieve success</i>	AI	
<i>Knowledge of the key role that attendance plays in attainment</i>	AI	I
<i>Critical understanding of the most effective teaching, learning and behaviour management strategies</i>	AIRO	
<i>Ability to plan for and achieve rapid improvement</i>	AIR	
<i>High level communication, organisation and record keeping skills, including ability to use data to track students' progress</i>	AIRO	
<i>Ability to plan for medium and long term sustainability</i>	AIR	
<i>Ability to adapt priorities to whole school improvement agenda</i>	AIR	
<i>Up to date knowledge of current educational policy and frameworks</i>	AIR	
<i>Professional Expertise</i>	Essential	Desirable
<i>Commitment to helping every child achieve his or her very best</i>	AIRO	
<i>A 'can do' approach to work in school</i>	AIRO	
<i>Personal Qualities</i>	Essential	Desirable
<i>High quality communication skills with the ability to develop positive relationships with students, parents and peers</i>	AIRO	



<i>A sense of humour and a good sense of well-being</i>	A I O	
<b><i>High Expectations of self and others</i></b>	Essential	Desirable
<i>A flexible and adaptable approach</i>	A I R O	
<i>An innovator with the desire to continue to learn and develop within the professional role</i>	I	
<i>Resilience and the determination to be successful within this role and ambitious for the Academy and its students</i>	I	
<b><i>Other Professional Requirements</i></b>	Essential	Desirable
<i>A willingness to initiate and participate in both cross curricular and extra-curricular activities.</i>	A I R O	
<i>The ability to work with parents, external agencies and the wider community.</i>	A I R O	
<i>Determination to promote a culture that celebrates success</i>	A I R O	
<i>Leads by example, setting high standards of punctuality, dress and conduct</i>	A I R O	
<i>Clarity of thought and vision with proven ability to finish a task.</i>	A I R O	
<i>Desire and aptitude to develop professionally</i>	A I R O	
<b><i>Equality of Opportunity</i></b>	Essential	Desirable
<i>The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to</i>	A I R O	
<b><i>Safeguarding Students</i></b>	Essential	Desirable
<i>Committed to safeguarding and promoting the welfare of children and young people</i>	A I O	

**A = assessed through the application process**

**I = assessed through the interview process**

**R = assessed through the receipt of satisfactory references**

**O = observation**

## The Application Process

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An application form can be found on our website at [Epworth Primary Academy](#)

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact: [ietrecruitment@isleeducationtrust-iet.co.uk](mailto:ietrecruitment@isleeducationtrust-iet.co.uk)

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.