



Assistant Vice Principal Key Roles and Responsibilities

THE ROLE OF ASSISTANT VICE PRINCIPAL

- To develop and identify the academy's aims and objectives.
- To ensure that the work of the academy reflects its aims and objectives.
- To help create a sense of academy identity and an ethos which reflects our aims and values.
- To work with all staff to raise levels of achievement for all students.
- To assist the Principal, Vice Principals and SLT in the support, guidance and management of all staff to provide a secure, rigorous and stimulating environment and a sense of team work across the academy.
- To assist the Principal in all aspects of the day-to-day management of the academy.

RESPONSIBILITIES

Whole Academy

- Contribute to whole academy planning and quality assurance within the Senior Leadership Team.
- Provide strategic leadership in partnership with other senior colleagues.
- Lead and contribute to academy policy review as appropriate.
- Monitor and evaluate aspects of whole academy performance as appropriate and present these to a variety of audiences.
- Contribute to reviews of subjects and area of the academy.
- Take a leading role in the process of Academy Self-Evaluation.
- Contribute to the whole Academy Raising Achievement Plan (RAP).
- Manage the implementation of individual strands within the RAP.
- Chair meetings of staff and/or students as appropriate
- Be involved in staff appointments as appropriate.
- Plan, prepare and deliver staff training in liaison with other colleagues.
- Support the work of Heads of Faculty, providing appropriate guidance and support to monitor the effective implementation of academy and Faculty policies.
- Support for Heads of Year in the effective delivery of their responsibilities

Parents, Trustees and the Community

- Attend Parent's Evenings and meet with parents as appropriate.
- Attend Trustee meetings as an advisor in support of the Principal in relation to relevant issues as appropriate
- Attend and report to other Committees as appropriate.
- Represent the academy at performances, functions and meetings.

Students

- Develop and monitor the academy's ethos and values.
- Provide appropriate support for all pastoral matters.
- Be involved in the management of student discipline at an appropriate level and in partnership with other colleagues, including liaison with outside agencies and parents where necessary.
- Provide appropriate support for curriculum matters, as appropriate.

Undertake any other duties as determined by the Principal.

PERSON SPECIFICATION

Qualifications:

- QTS
- First degree or equivalent
- Relevant recent professional development
- Masters level qualification or commitment to future study at this level

Experience which will demonstrate the ability to:

1. Lead strategically

- think strategically
- build and communicate a coherent vision for the curriculum
- inspire, challenge, motivate and empower others to carry the vision forward
- have an up to date knowledge of current educational initiatives
- commit to:
 - establishing a collaborative vision of excellence
 - setting and attaining challenging goals and targets
 - establishing an inclusive ethos

2. Show Leadership

- provide inspiration and strong leadership
- lead by example to promote the academy's vision and values

3. Lead on Learning and Teaching

- raise standards for all
- provide continuous learning for the entire academy community
- ensure choice and flexibility in learning to meet the personal needs of every student

4. Develop self and work with others

- foster an open and fair culture & manage conflict
- develop, empower and sustain individuals and teams
- collaborate and network with others within and beyond the academy
- give and receive effective feedback and act to improve personal performance
- seek appropriate support from others

5. Lead whole-school initiatives

- manage whole-academy initiatives efficiently and within budget
- delegate management tasks and monitor their implementation
- plan and organise themselves and others

6. Secure accountability

- self evaluate systematically and rigorously
- use a rich set of data to understand strengths and weaknesses

7. Strengthen Community Links

- collaborate and network with other schools to improve outcomes
- take account of the richness and diversity of the academy's communities
- engage in dialogue which builds partnership and community cohesion
- reflect and act on community feedback

8. Offer other personal attributes

- excellent written and communication skills
- adaptable to changing circumstances and new ideas
- approachable and visible to students, colleagues, parents and the community
- energetic, enthusiastic and reliable with personal impact, presence and sense of humour
- self-motivated, inquisitive and able to think creatively
- passionate about delivering high-quality education
- professional, loyal and with demonstrable integrity