

# Job Description : VICE PRINCIPAL (Primary)

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

## Main duties and responsibilities:

### Key Information

**Post Title:** Vice Principal (Primary)

**Contract type:** Permanent

**Salary:** L6-L10

**Reports to:** Principal

**Location:** Ermine Primary School

**Additional information:**

### Purpose of Post

At Harbour Learning Trust, our Vice Principal provides outstanding professional leadership in the management of the school.

The Vice Principal assist the Principal in providing vision, leadership and direction for the school, and help to ensure that it is managed so that the school meets its aims and targets.

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities:

#### **Leadership**

- In partnership with the Principal and governors, establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the strategic development of school improvement and school self-evaluation planning process
- Devise, implement and monitor action plans and other policy developments, managing resources where required
- In partnership with the Principal, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community, where all views are valued and considered

#### **Leading Teaching and Learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Principal to raise standards through staff performance management
- Work with the Principal in the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning, and the development of a creative and appropriate curriculum for all pupils
- With the Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure consistency, quality and consistently high impact across the school

#### **Strengthening Community**

- Work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in other schools and external agencies

#### **Developing self & others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school, and those being trained within the school
- Participate, as required, in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Principal
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Ensure the active involvement of pupils and staff in their own learning
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Principal to deliver an appropriate programme of professional development for all staff, in line with the school improvement plan and performance management

#### **School Management**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Manage HR and other leadership processes as appropriate in the absence of the Principal e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Principal

# Person Specification : VICE PRINCIPAL (Primary)

| <u>Specification</u>                              | <u>Essential</u>   | <u>Desirable</u>  | <u>Evidence</u> |
|---|--|---|-----------------|
| <b>Qualifications &amp; Training</b>              | <ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Relevant Undergraduate Degree</li> </ul>  | <ul style="list-style-type: none"> <li>Further training or formal qualification in Leadership &amp; Management</li> <li>Level 2 Safeguarding Qualification</li> </ul>   |                 |
| <b>Experience</b>                                 | <ul style="list-style-type: none"> <li>At least 5 years' teaching experience in the Primary phase</li> <li>Experience in leading curriculum/subject and monitoring/evaluation of curriculum delivery</li> <li>A commitment to raising attainment for all pupils</li> <li>Experience in teaching across the primary phases</li> <li>Experience of using external agencies to extend learning opportunities for pupils.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of teaching in more than one school</li> <li>Experience of working with children in with Special Educational Needs &amp; Disabilities</li> <li>Extensive KS1 &amp; KS2 teaching experience</li> <li>Successful experience of senior leadership</li> <li>Experience of effective performance management, including managing underperformance.</li> </ul> |                 |
| <b>Professional knowledge &amp; understanding</b> | <ul style="list-style-type: none"> <li>Implementation of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> <li>Knowledge of National Curriculum &amp; Early Years Foundation Stage Profile.</li> <li>Good understanding and implementation of successful behaviour management strategies</li> </ul>  | <ul style="list-style-type: none"> <li>Understanding of school financial and resource management.</li> </ul>  |                 |
| <b>Skills</b>                                     | <ul style="list-style-type: none"> <li>Ability to analyse data, develop strategic plans, set targets and monitor &amp; evaluate progress against those.</li> <li>Ability to use data management systems</li> <li>Exemplary Classroom Practitioner with clear understanding of what good looks like.</li> <li>Build effective working relationships with pupils, staff, parents and wider community.</li> <li>Communicate effectively in written form and orally to a range of audiences.</li> <li>Excellent ICT skills.</li> </ul> | <ul style="list-style-type: none"> <li>Strong delegation skills where appropriate</li> <li>Proven track record of ensuring good to outstanding progress</li> </ul>  |                 |
| <b>Personal Attributes</b>                        | <ul style="list-style-type: none"> <li>Supports our DANCE values, Behaviour Framework and Leadership Behaviours</li> <li>Personal humility</li> <li>Integrity and compassion</li> <li>Relentless positivity and passion for school improvement</li> <li>Desire to develop and empower others</li> <li>Leads by example, modelling our expectations</li> </ul>  |   |                 |