



Job Description Vice Principal

Seva School is recruiting a Vice Principal to join our welcoming and inclusive team. The school is an all-through school for pupils aged 4 years to 16 years old. The role will comprise of any MAT school with a base at Sevak Education Trust.

Leadership Pay Scale: L10 to L15

Reporting to: Principal

Our School's Mission Statement

SEVAK SEAV KARAHAE SABH THAEREE

"O LORD. ALL THINE SERVANTS, WHO RELISH THE NAME. PERFORM THY SERVICE"

Our Ethos

Our school's standards are of Selfless Service, Excellence, Virtues and Aspiration (SEVA) with our named virtues being kindness, courage, honesty, tolerance, respect and responsibility. We promote five principles of character development: to be presentable, polite, prepared, positive and punctual. Our school promotes an active sense of citizenship and regard for sarbat dha ballah (common good of all). At Seva School, our aim is for our whole community to actively engage with all that the Sikh faith encompasses and modern British Values promote. When applying for this post it is considered pertinent that you reflect on and support the school and its values and aims.

The Vice Principal will work with the Principal and Sevak Education Trust board to:

- a) To be accountable for an exemplary curriculum and assessment model underpinned by impactful policy, procedure and practice to exceed expectations of attainment, progress and outcomes for every child to receive the best quality of education throughout their time at the school and MAT.
- b) To promote the school and Trust vision and values including the 4 SEVA standards, 6 Virtues and 5Ps, to continually raise standards and engagement through increasing pupil numbers and growth of the school and MAT.
- c) To enhance a programme of personal development for all pupils that strengthens character, drives ambition and motivates selfless service.
- d) To secure systems and strategy to capitalise on the high levels of engagement amongst all groups of pupils including the most able, SEND, EAL, PP and Disadvantaged to ensure they maximise and reach their full potential through inclusion, high levels of engagement and attendance.
- e) To promote an environment which encompasses wellbeing, social and emotional aspects of learning within a restorative framework, in which all learners and staff are encouraged, feel valued and are active participants in the teaching and learning

process and performance management cycle.

- f) To maintain high morale and confidence amongst staff and set an example of professional standards and leadership for them to aspire to.
- g) To promote a suitable system of guidance and support for pupils, parents, staff and providers including effective and appropriate liaison within school and outside agencies.
- h) To maintain a high standard of behaviour and attitudes, supported by SEVAK Education Trust policies and practices which promote self-reflection, responsible attitudes, high self-esteem, professional relationships, virtues and a drive for excellence.

1.1 Core Purpose:

The Vice Principal will be accountable to the Principal and Sevak Education Trust.

- a) To carry out the professional leadership, management and teaching duties of a Vice Principal as directed by the Principal so as to ensure the effective running of the school on a day-to-day basis.
- b) To support and to be held to account for the success of the School Development Plan priorities and Self Evaluation Tools to further the school and MAT in its aims.
- c) To develop, drive and be accountable for academic outcomes for an exemplary quality of education at the school and across the MAT.
- d) To play a major role under the direction of the Principal in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- e) To work with others collaboratively to drive through all improvement priorities.
- f) The Vice Principal will have delegated responsibilities which are schoolwide; this will be in addition to carrying out the professional duties of a teacher.
- g) To ensure full adherence to all statutory requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of staff and pupils
- h) To carry out all duties in line with the conditions of employment as set out in the annual School Teachers' Pay and Conditions document, Leadership requirements and the policies and procedures of Seva School and Trust.
To undertake the professional duties of the Principal when required.

1.2 Main Duties / Responsibilities

- a) Operational and strategic direction and development of the school
- b) Provide inspiring and purposeful leadership and management for the staff and pupils of the school.
- c) To work in partnership with the Trust, staff and parents generating the ethos and values which will underpin the school.
- d) To work with the Principal and Trust to develop and implement SDP, which will secure continuous school improvement and provide evidence to inform the SEF plan.
- e) To work with the Principal to monitor and evaluate the performance of the school and respond and report to the Trust board committees as required.
- f) To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- g) To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and act if necessary.
- h) To work with the Principal to ensure that all those involved in the school are committed to the Trust's aims, motivated to achieve them, held to account, and are involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school.
- i) Ensure timetabling supports a broad, balanced and rich curriculum offer that instils high levels of engagement, behaviour, attitudes and attendance in every group.
- j) Ensure regular and timely communication with parents and without recourse.
- k) To work as the designated Safeguarding Lead and be responsible for ensuring that child protection files are kept up to date including leading on IT (website) filters and monitoring processes are in place.
- l) To secure the sound leadership, management and implementation of the SEND Code of Practice.
- m) Proactively engage with performance management cycles for professional competency and development.
- n) Maintain a professional development portfolio to ensure up-to-date knowledge and skills relevant to the role.
- o) Deliver impactful, relevant and appropriate content at staff meetings and training days in alignment with the school and Trust aims.
- p) Analyse pupil and staff feedback and performance to inform programs of work and/or CPD training opportunities.
- q) Adhere to GDPR requirements in all contexts.

1.3 Leadership and Management of Staff

- a) Develop and maintain strong, good working relationships with Trust, staff, pupils, parents/carers and the wider community.
- b) Lead, manage and support the development of direct reports by following all school processes and procedures, carrying out regular 1:2:1s, giving and collating feedback, being supportive, being encouraging, being a motivator and an excellent role model, always seeking to get the best out of one and others.
- c) Observe, live and lead by the Seva School and MAT Values and Behaviours in order to achieve the school's purpose and vision
- d) Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- e) Implement and sustain effective systems for the management of staff performance, incorporating performance management, probation, capabilities, appraisal and target setting.
- f) Promote and monitor the continuing professional development of staff, including the line management of staff including the induction of ECTs.
- g) Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Leadership and teachers.
- h) Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification, along with Principal to inform further training and undergoing such training.
- i) Attend Trust committee meetings to provide VP reports and updates.
- j) Attend SLT meetings and briefings before and after school opening hours and during holidays.
- k) Attend open evenings, weekend and community events to promote the school and MAT to gain competitive advantage.

1.4 Curriculum, Teaching and Learning

Working alongside the Trust, Principal and senior leaders on school improvement to:

- a) Derive, monitor and review a robust and financially efficient curriculum, subject and extra-curricular offer for exemplary outcomes and results for every child across the school and MAT.
- b) Maintain an environment that promotes strong and frequently exemplary teaching, effective learning, high standards of achievement and reflects excellent behaviour at all times.
- c) Determine, organise, implement and monitor the curriculum and its assessment and ensure that all statutory and mandatory requirements are met with acute attention to detail.
- d) Ensure that pupils develop the skills to learn more effectively, with increasing independence and confidence.
- e) To ensure excellent progress is made by all groups of learners including the most

able, PP, SEND, EAL and disadvantaged including in extra-curricular activities and opportunities.

Determine, organise and implement policy and procedure for all subjects including Online Safety, PHSE, SRE and the SMSC development of pupils.

- f) Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods and innovative, evidence and research based strategies. .
- g) Determine and implement policies which promote:
 - Positive strategies for developing good race relations and dealing with racial incidents.
 - Equality of access.
 - Awareness of safer internet, AI and social media use
- h) Determine and implement positive strategies and programs which ensure excellent pupil behaviour and discipline and give support and clear guidance on praise and consequence.
- i) Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- j) Continue to maintain an effective partnership with parents and the wider community to support and improve pupil achievement and personal development.
- k) To ensure the implementation of the SEND Code of Practice and the Disability Discrimination Act Equality Act 2010 to successfully identify and make provision for the specific needs of learners.
- l) To support and ensure the provision of a high-quality curriculum pathways for all learners by ensuring equality of access and inclusion in the whole curriculum including SEND, PP, EAL and more able.
- m) To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.
- n) Support the Sikh faith virtues led education and vision of the Sevak Education Trust
- o) Promote and support extra-curricular activities in accordance with the educational aims of the school, Trust and MAT.

1.5 Accountability

- a) Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- b) Present a coherent and accurate account of the school's performance and predictions in a form appropriate to the range of audiences, including Trustees, the local community, OFSTED and others to enable them to play their part effectively.
- c) Ensure that parents/carers and pupils are well informed about the curriculum, outcomes, and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- d) Ensure parents are regularly informed of their child's progress and are informed when progress is not where it needs to be with information on what will be put

in place to improve this.

- e) Actively seek ways to improve staff and pupil attendance and retention.
- f) Proactively promote high expectations of behaviour, attendance and belonging.
- g) Secure strategies to improve personal development and wellbeing of pupils and staff
- h) Provide information, objective advice and support to the Trust to enable it to meet its responsibilities for securing effective standards of achievement through efficiency.

1.5 Efficient and effective deployment of staff and resources

- a) Work with the Principal and HR for the whole school to recruit and retain staff of the highest quality.
- b) Plan for the security and effective supervision of the school buildings, their contents and the grounds.
- c) Secure effective risk assessment and health & safety measures in school, for the curriculum, during events and when out of school on visits and residential.
- d) Work with the Principal to set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- e) Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- f) Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- g) Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

1.7 Safeguarding Children & Safer Recruitment

The Sevak Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts) Section 148 (Leadership)

The Vice Principal would work with the Principal to ensure that:

- a) Sufficient resources and time are allocated to staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the success of the school and MAT.
- b) All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

- c) Take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation.
- d) Promote the protection and safeguarding of pupils through the active implementation of relevant school policies and procedures with particular reference to: Safeguarding and Child Protection Policy, KCSiE, GDPR, Behaviour Policy, Attendance Policy and the Staff Code of Conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. See Person specification listed below:

Person specification

Criteria	Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for Senior Leadership NPQSL) • DSL trained • Safer Recruitment trained • Mental Health training • SENDCo Qualification • ECT Mentoring training 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p></p> <p>D</p>
Experience	<ul style="list-style-type: none"> • Leading on Quality of Education, Behaviour and Attitudes, Personal Development, Attendance and Inclusion, EYFS, Safeguarding and Child Protection • Opening and managing Nursery provision in schools. • Opening and managing Sixth Form in schools. • Experience of organising wrap-round care and organising and delivering after school clubs. • Implementing the SEND Code of Practice 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p>

	<ul style="list-style-type: none"> • Leading subjects, demonstrating improvement in progress and attainment with measurable outcomes • Line managing staff evidencing exemplary standards and behaviour. • Considerable successful teaching experience • Experience of successful development, implementation and review of educational policies • Managing small teams pastoral, medical and attendance and holding staff to account. • Development and implementation of appropriate systems for assessment, record keeping and reporting • Successful development and implementation of sound behavioral and discipline policies to create a positive ethos for learning • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of working effectively with parents to engage, inform and enthuse • Deliver and organising engaging, relevant, appropriate assemblies to a range of audiences. 	<p>E</p>	
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the statutory and mandatory curriculum and assessment across an all-through school and across schools in a MAT. • Data analysis skills, and the ability to use data to set targets and identify weaknesses including writing reports for Premiums, tutoring, attendance and behaviour. • Understanding of high-quality teaching, and the ability to model this for others and support others to improve 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	

	<ul style="list-style-type: none"> • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate and inspire others in assemblies and presentations • Ability to build and maintain effective working relationships • A clear understanding of the leadership qualities needed for continuous school improvement. • Knowledge of the secondary and primary curriculum and how this can be delivered to meet the needs of the learner • A commitment to promoting equal opportunities and inclusion, and an understanding of the links between schooling, behaviour and equality of opportunity • Knowledge of the opportunities of an academy and current trends in educational development. • Update website and maintain regular, timely and appropriate communication to parents including letters and posts • Understanding of responsibilities for risk assessment, fire and lockdown policies and procedures in schools. 	<p>E</p>	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Have an acute sense of responsibility for the role and its privileged position within the school and MAT. • Committed to getting the best outcomes for all pupils irrespective of backgrounds and active in promoting the ethos and values of the school including the Sikh faith-based ethos and curriculum. • Committed to safeguarding and keeping children safe in education. • Have an acute awareness of the need to risk assess and secure health and safety requirements for all. 	<p>E</p> <p>E</p> <p>E</p>	

	<ul style="list-style-type: none"> • Able to work under pressure, at short notice and be able prioritise effectively. • Able to work collaboratively in a SLT team and manage time and workload effectively. • Committed to maintaining appropriate levels of confidentiality and professionalism at all times • A strong work ethic. • Reliable, punctual and demonstrates high levels of attendance. • Resourceful, approachable and respectful. 	E E E E E E	
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This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

Line manager's name: _____

signature: _____

Date: _____

Post holder's name: _____

signature: _____

Date: _____