



## JOB DESCRIPTION

Job Title:

**Vice Principal**

Location:

**Skegness Grammar School**

### **Job Purpose:**

The Vice Principal will support the Principal in providing strategic leadership and operational management for Skegness Grammar School. The role involves leading key areas of school improvement, ensuring high standards of teaching and learning, and contributing to the development of a positive, ambitious culture that enables all students to achieve their full potential.

They will play a central role in shaping the school's strategic direction, driving academic excellence, and supporting staff development while ensuring effective day-to-day leadership of the school.

Responsibilities to be agreed in discussion with the candidate.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Principal

# KEY RESPONSIBILITIES

## Main Responsibilities

- ★ To support the Principal in developing and implementing the school's strategic inclusive vision and improvement priorities.
- ★ To assist the Principal, together with other members of the Senior Leadership Team, in providing effective leadership and management of Skegness Grammar School.
- ★ To provide strategic leadership for all specified whole school initiatives. *Exact responsibilities to be discussed at interview.*
- ★ To monitor and support academic progress, personal development and behaviour of the students across the Academy. *Exact responsibilities to be discussed at interview.*
- ★ Promote high expectations of student behaviour and attitude with specific focus on our warm/strict ethos.
- ★ Lead strategies that support high attainment and academic ambition for the students' 7-year journey.
- ★ Be a role model for the academy in setting professional standards.
- ★ Contribute to whole-school planning, policy development, and evaluation.
- ★ Use data to inform strategy.
- ★ Be responsible for the delivery of specific assemblies, whole school line ups, and school initiatives.
- ★ Review areas of responsibilities within the Academy Improvement Plan.
- ★ Prepare for and attend all necessary meetings with the Principal and/or Executive Principal.
- ★ Ensure a positive climate for learning is promoted throughout Skegness Grammar School.
- ★ Be committed to safeguarding and promoting the welfare of children and young people.
- ★ Review all policies and procedures that you are responsible for.
- ★ Provide and support strong relationships with stakeholders (including parents/carers, governors, external agencies, and the wider community).
- ★ Support collaboration with partner schools, local organisations, and educational networks.
- ★ Deputise for the Principal when required.

## Faculty and Line Management

- ★ Provide leadership across designated areas of responsibility within the school improvement plan.
- ★ Line manage colleagues assigned to you with regular meetings as per academy policy.
- ★ Monitor and challenge professional standards within the Academy and the National Teaching Standards.
- ★ Support effective performance development processes.
- ★ Ensure equity in staff development and support.
- ★ Follow all academy systems and procedures.

## Personnel

- ★ Support the recruitment, development, and retention of high-quality staff.
- ★ Promote a positive culture of behaviour, respect, and high expectations.
- ★ Carry out duties throughout the school day.
- ★ Work closely with staff to address attendance, behaviour, and student support needs.
- ★ Ensure effective staff training and understanding of whole-academy systems and procedures.
- ★ Contribute to effective resource and budget management.

## Safeguarding

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

### Other

- ★ Have a working knowledge of teachers' professional duties and legal liabilities.
- ★ Operate at all times within the stated policies and practices of the school.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Proven success in a senior leadership role within a secondary educational setting	✓	
★ Qualified Teacher Status	✓	
★ Evidenced experience of quality assurance and holding teams to account	✓	
★ Very strong track record of professional development	✓	
★ Senior Leadership experience with evidence of successful systems management	✓	
★ Experience of leading and motivating a team to improve standards and outcomes	✓	
★ Links with the community and external agencies	✓	
★ Successfully implemented and managed a new whole school initiative in the past 2 years	✓	
★ Improving teaching and learning	✓	
★ Proven track record of securing positive outcomes for students at a whole school level	✓	
★ Experience of secondary school curriculum planning	✓	
★ Experience of developing and implementing highly effective Academy-wide systems for quality assurance	✓	
★ Successful experience of leading and delivery CPD and Appraisal systems	✓	
★ NPQSL/NPQG qualified or willingness to undertake the qualification		✓
★ Higher degree and/or professional qualification		✓

★ Membership of a national professional organisation		✓
★ Experience of working with governors or trustees within a MAT context		✓
<b>Skills and Knowledge</b>		
★ Exemplary practitioner with a proven track record of securing good outcomes for students	✓	
★ Ability to inspire, motivate, support and challenge staff, pupils and other key partners	✓	
★ An in depth knowledge of best practice in curriculum, teaching, learning and assessment for learning	✓	
★ Up to date knowledge of what research and inspection findings tell us about effective leadership in schools	✓	
★ Proven track record of providing effective support to staff, so as to ensure quality first teaching and maintenance of good conduct and relationships	✓	
★ Excellent interpersonal and people-management skills	✓	
★ Communication (written and verbal) including ability to explain clearly, negotiate, facilitate and resolve challenging issues	✓	
★ High levels of commitment, enthusiasm and motivation	✓	
★ The ability to plan strategically, to set out clear aims and objectives and to manage transformational change successfully	✓	
★ The ability to carry out rigorous self-evaluation and review and to act on the findings in order to bring about improvement	✓	
★ The ability to lead and manage individuals and teams of staff so as to bring out the best in them and the best outcomes for students	✓	
★ A thorough understanding of how to use performance data to monitor standards of attainment and to plan appropriate interventions	✓	
★ Excellent oral and written communication skills and confidence in the use of new technologies	✓	

★ Knowledge of Bromcom management information system	✓	
★ Knowledge of timetabling		✓
★ Knowledge of the past, present and future government policy on Performance Management, Appraisal and Capability and how to present Academy data to suit DfE and Trust KPI criteria		✓
<b>Equal Opportunities</b>		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
<b>Safeguarding</b>		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
<b>Health and Safety</b>		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

*All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.*