

Ormiston Maritime Academy

Post: Vice Principal

Location:	Ormiston Maritime Academy based
Salary:	Salary range L17 – L21 (actual salary £76,772 - £84,669)
Contract	Permanent
Hours:	Full-time
Responsible to:	Principal
Line Management of:	Curriculum Leaders/Director of Learning/Assistant Principals (to be confirmed)

Role

The Vice Principal (VP) is a senior strategic leader at Ormiston Maritime Academy. This role is suitable for a **current Vice Principal** or an **experienced Assistant Principal** with demonstrable whole-school strategic leadership and the capacity to deputise for the principal when required.

The VP will lead on Curriculum, Teaching and Learning, ensuring high-quality provision across all subjects, driving improvement in pedagogy, and overseeing CPD. The post holder will be a key member of the Senior Leadership Team (SLT), contributing to academy-wide strategy, performance management, and staff development.

The post holder will deputise in the absence of the principal with full leadership responsibility for the academy, providing oversight of curriculum design, teaching quality and student outcomes cross all key stages and will have leadership of CPD, performance management, staff induction including ECTs and ITT students.

The post holder will drive our agenda to secure the best possible personal and academic experience for our students.

Main duties and responsibilities

General Leadership Responsibilities

- To assist the principal in shaping the vision and direction for the academy, setting out very high expectations and with a clear focus on student outcomes.
- To assist the principal in all aspects of the day-to-day administration and organisation of the academy.
- To inspire, motivate and influence students and staff, taking a leading role in maintaining the highest possible standards of curriculum, teaching, learning and behaviour.
- To play a significant role in formulating the Academy Development Plan (ADP) and the Self Evaluation Form (SEF) along with the Principal, Governors, Trust and other senior staff.
- To be a key participant in the recruitment process for new staff and ensure an effective induction process in line with academy procedures.
- To participate in and lead CPD as required.
- To provide support and guidance to academy leaders and other staff.

- To be a member of the Senior Leadership Team taking a corporate view of policy implementation and an appropriate share of the many and various tasks required of academy leaders.
- To ensure that all students across the full ability range have maximum support and opportunities to reach their full potential.
- To play a lead part in the community of the academy.
- Collaborate as a member of the Senior Leadership Team to build and realise the shared vision of excellence and high standards for all students.
- Maximise the effectiveness of all stakeholders in promoting an inclusive academy ethos.
- To play a major role in determining future strategy for the academy.
- Contribute, as appropriate with senior leaders, to training and the professional learning of staff (coaching and mentoring) with an emphasis on curriculum, teaching and learning.
- Support staff in developing a stimulating and challenging environment, which secures effective learning and provides high standards of support for students and effective behaviour for learning.
- To attend leadership meetings as appropriate.
- To participate in duties lunch/break/before and after school.
- To support and lead the cover system.
- To ensure appraisal is rigorous, links clearly to the staff personal development and whole academy professional development and the academy's arrangements for threshold and performance related pay.
- To ensure that the work of the academy is informed by the views of all stakeholders using questionnaires and focus groups.
- Liaise as necessary and attend Governor's meetings as directed by the principal.

Leading and Managing Staff

- To line manage the Curriculum Leaders, Directors of Learning and members of SLT as required
- Motivate, support, challenge and develop staff to secure improvement.
- Maximise the contribution of staff to improve the quality of education provided.
- Develop effective and transformational leadership and management across the academy.
- Implement 'best practice' OAT performance management processes for teaching and support staff. Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
- To conduct performance management of staff as directed by the Principal.

Specific Responsibilities relating to Curriculum, Teaching and Learning

- Have overall leadership responsibility for Curriculum, Teaching and Learning.
- Effectively support the principal as a member of the SLT in the consistent, implementation, monitoring and review of learning and teaching, student progress and achievement, curriculum/course delivery and development and behaviour management throughout the Academy.
- Ensure high quality outcomes in all areas and where necessary take strategic decisions and implement action to maintain and/or improve.
- Provide effective contribution, including written reports, data and performance analysis, as required by the principal and the governing body, to review the Academy's performance. With other members of the SLT maintain an accurate and up to date SEF and grade assessment of performance, to inform the Academy's development plan and review cycle and achieve sustained school improvement.
- By the effective use of data and informed performance monitoring and trend analysis contribute to the setting of robust and challenging whole Academy targets, where applicable, at KS3, KS4 and post 16.
- Ensure effective and accurate student assessment and other data gathering such that the targets set are met or exceeded.
- Demonstrate outstanding teaching practice and, through effective modelling and coaching, ensure that this is replicated throughout the academy.
- Contribute to an annual CPD programme for staff that enhances learning and teaching to maximise students' progress, and effects high quality staff development.

- As directed take leadership oversight for relevant performance management processes, ensuring completion to timescales and liaison on individual staff issues within performance management.
- Assist in the induction of all new staff, including ITT students. Assist in the induction and first year mentoring and development of all ECT's appointed to the academy.
- Contribute strategies to improve provision and performance, such that the students' needs are better met and outcomes improved.
- As required by the principal and/or governing body, attendance and representation of the academy at appropriate national, regional and local meetings or conferences.
- As directed deputising for the principal in their absence, with the full leadership responsibility of the academy.
- Attend all meetings and training, as directed.
- Undertake such other assignments as may be required by the Principal and/or governing body.
- Take the lead and support with organising cover when staff have authorised and unauthorised absences.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To attend all appropriate department meetings.
- To plan and prepare courses and lessons in line with academy policy.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures.

Core Duties/Ethos

- Highly visible, supportive and approachable
- Undertake whole Academy duties as outlined in responsibilities agreed each year as well as organise the duty rota.
- Monitor and support the overall progress and development of students as a teacher.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the academy's policies.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the academy's Staff Code of Conduct.
- To actively engage and promote in academy CPD.
- To undertake any other duty as requested by the principal in line with the level of the role.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Personal Qualities

- To be committed to ensuring the safety and welfare of children
- To uphold and promote the ethos and values of the academy
- To act with integrity, honesty, loyalty and fairness
- To work under pressure and prioritise effectively
- To always maintain confidentiality
- Committed to equality

Our Vision

The Ormiston Maritime Academy vision is very simple: all Ormiston Maritime Academy students, irrespective of their backgrounds, will be exceptional learners, so that they are equipped with the necessary knowledge, skills, qualifications and mindset to contribute positively in society.

Our Mission

Our mission is that Ormiston Maritime Academy, we believe that students will aspire to excellence through literacy, with a specific focus on oracy at Key Stage 3. Students will learn to become masters of retrieval and experience a curriculum which develops students' cultural capital.

General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the post

Person Specification

Attributes tested by Application, Interview, Task and References		Essential E / Desirable D
Experience		
Current Vice Principal or experienced Assistant Principal with whole school strategic responsibility		E
Proven ability/experience to deputise for the principal and lead the academy in their absence.		E
Successful leadership and management experience in a school or other relevant organisation.		E
Experience of leading curriculum and/or teaching and learning across a whole school		E
Demonstratable evidence of strategic planning and implementation at SLT level		E
Proven ability to lead whole-school initiatives that have resulted in measurable improvements in student outcomes.		E
Experience in leading change management and embedding a culture of continuous improvement		E
Ability to analyse and interpret complex data to inform strategic decisions and drive school improvement		E
Demonstrated commitment to inclusive education, ensuring equity and access for all learners		E
Experience in promoting student wellbeing and safeguarding, with a whole-school approach to pastoral care.		E
Experience in designing and leading impactful CPD programmes aligned to school improvement priorities.		E
Ability to coach and mentor middle leaders, developing leadership capacity across the school.		E
Experience in working collaboratively with governors, parents, and external agencies to support school priorities.		E
Training & Qualifications		
QTS (Qualified Teacher Status)		E
Honours Degree		E
Level Three Designated Safeguarding Lead Training qualification (or willing to be trained)		D
Up to date safeguarding refresher training		D
Have the NASENCo qualification		D
Other Professional Qualifications		D
Professional Knowledge, Skills and Competencies		
Outstanding teacher; teaching children with a range of abilities, using differentiation and relevant approaches		E
Knowledge and understanding of evidence-based research in teaching & learning and the ability to lead others in pedagogy to raise the quality of teaching		E

Proven track record of raising educational standards on a whole school level	E
Skilled in systematic and rigorous self-evaluation	E
Excellent communication skills, both written and oral	E
A motivator, inspiring confidence in students and staff that they can succeed and achieve their personal best	E
Thorough knowledge of current developments and government policies, specifically regarding curriculum, teaching and learning	E
Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice	E
Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent vision	E
Able to lead by example in promoting the academy's and sponsor's vision and values to students, staff, Governors and parents/carers	E
Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	D
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	D
Awareness of local and national agencies that provide support for children and their families	D
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	D
Excellent IT skills, including previous use of CPOMS, SIMs and Office 365 applications	E
Ability to communicate a vision and inspire others	E
Ability to build effective working relationships with staff and other stakeholders	E
Personal Skills, Abilities and Competencies	
Commitment to ensuring the safety and welfare of children	E
Commitment to upholding and promoting the ethos and values of the school	E
Integrity, honesty and fairness	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E
Commitment to equality	E