



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Vice Principal

Astrea Academy  
Woodfields

ROLE SPECIFICATION

<b>Academy / Department</b>	Astrea Academy Woodfields
<b>Post title</b>	Vice Principal
<b>Responsible to</b>	Principal
<b>Full time Salary</b>	LS 18-22 £80,272 - £88,533
<b>Pro-Rata Actual Salary</b>	N/A
<b>Working Pattern</b>	Full time, permanent
<b>Pension</b>	Teachers' Pension
<b>Line Management Responsibility</b>	Yes

## **ROLE SUMMARY**

The Vice Principal will assist the Principal in ensuring the educational success of Astrea Academy Woodfields within the framework of the academy's strategic plans. They will provide professional leadership and management and must help to establish a culture that promotes academic excellence, equality and high expectations for all scholars. They will implement the academy vision and be responsible for matters relating to the efficient and effective organisation, management and leadership of the academy. They will deputise for the Principal if absent, on all matters, where required.

## **KEY ACCOUNTABILITIES**

- ★\* The effective implementation and embedding of the agreed Astrea vision, principles and policies within the academy
- ★\* Creating a culture of constant improvement and being an inspirational leader, committed to the highest standards in all areas of academy work
- ★\* Take responsibility for day-to-day management of the school alongside the Principal and leadership team, and in the Principal's absence, take full responsibility for the school
- ★\* In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all scholars, and that the safety and wellbeing of scholars and staff is promoted and maintained at all times
- ★\* To support colleagues in the development and improvement of the academy, to achieve high standards of behaviour and attainment.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Shaping the Future (Strategic Leadership)**

- ★\* Work under the guidance of the Principal to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the academic and personal development of the scholars
- ★\* Support the Principal in implementing the academy's vision and strategic direction so that is understood and acted upon by all stakeholders
- ★\* Work within the academy community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain academy improvement

- ★\* Ensure the sustained raising of aspiration, achievement and attainment, is met in an academically rigorous, inclusive and sustainable manner
- ★\* Ensure the academy achieves its performance targets
- ★\* Demonstrate the vision and values of Astrea in everyday work and practice
- ★\* Motivate and work with others to create a shared culture and positive climate
- ★\* Promote the academy, and the Trust and develop effective and productive relationships with a wide range of stakeholders
- ★\* Secure the commitment of parents and the wider community to the vision and direction of the academy and the Trust
- ★\* Challenge, motivate and empower others to attain ambitious outcomes

### **Leading the Educational Provision**

- ★\* Drive and inspire a passion for learning in every member of the academy community
- ★\* Provide a model of outstanding practice to all staff in teaching and academy leadership
- ★\* Ensure the curriculum is rich, relevant and develops a general knowledge of the world
- ★\* Foster a welcoming ambience in which impeccable standards of behaviour are sustained on a daily basis in order to provide a calm and purposeful environment for scholars
- ★\* Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for developing, monitoring and evaluating the quality of education delivered using benchmarks and setting targets for rapid improvement
- ★\* Ensure a continuous and consistent focus on academic achievement and personal development
- ★\* Support the creation of a positive culture of challenge, support and high expectations, in order to achieve the academy Strategic Academy Development Plan
- ★\* Ensure that all scholars make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion
- ★\* Ensure effective and appropriate pastoral support is available to scholars
- ★\* Ensure innovation and the use of appropriate new technologies which improves the educational delivery for scholars

### **Developing Self and Working with Others**

- ★\* Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures
- ★\* Ensure a high standard of professional development for all staff and for yourself, including attending all mandatory training events
- ★\* To build a collaborative learning culture within the academy and actively engage with other academies within the Trust and the wider Astrea family to build effective learning communities
- ★\* Work with all staff to build effective teams
- ★\* Sustain their own enthusiasm and motivation and develop and sustain that of

other staff

- ★\* To support the Principal to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and delegation of responsibilities
- ★\* Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below
- ★\* Support the effective and consistent implementation of the Astrea Appraisal Policy and other systems of quality assurance and professional development of teachers
- ★\* Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process
- ★\* Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy, the Trust and the wider Astrea family
- ★\* Develop capacity through coaching and mentoring members of the staff team
- ★\* Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across the Trust.
- ★\* Have due regard and up to date knowledge regarding all matters relating to safeguarding children and young people

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Qualified Teacher Status	•	
Excellent Honour's Degree	•	
Further academic qualifications or management training		•
Evidence of commitment to self-improvement as a professional	•	
<b>Experience</b>		
Currently a senior leader who has a track record of securing clear improvements within your areas of responsibility	•	
Raised standards of behaviour by raising expectations through clear communication, thorough organisation and high quality staff training	•	
Worked closely with Special Educational Needs colleagues to improve the academic outcomes of SEND scholars	•	
Understand and can demonstrate how you have developed departmental teams to improve aspects of the quality of education	•	
Worked with a variety of stakeholders	•	

Experience of monitoring and evaluating aspects of teaching and learning and/or performance management		
Evidence of a commitment to self-improvement as a professional	•	
Experience of working in a multi culturally diverse school	•	
Evidence of an ability to plan strategically, build and communicate a coherent vision in a range of compelling ways	•	
<b>Knowledge</b>		
Excellent working knowledge of national curriculum	•	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
<b>Professional Skills</b>		
Have a commitment to children, their families and the community	•	
Excellent written and oral communication skills	•	
Ability to observe and monitor progress, and maintain records	•	
Outstanding organisation and management skills	•	
Be able to work successfully as part of a team	•	
Proactive in supporting scholars in class	•	
Proven ability to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school	•	
Ability to work from instructions and own initiative	•	
An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience, emotional maturity and a non-judgmental attitude	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	

Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility	•	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)