

# THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

## JOB PROFILE - Partnership Vice Principal

Job Profile	Competencies	Qualifications and Experience
<p>The Vice Principal, reporting to and in conjunction with the Principal will be responsible for the following:</p> <p>In this role you will have responsibility for inclusion and amongst your other responsibilities will have some classroom teaching responsibilities.</p> <p><b>Creating the climate for success within a named THPT School by:</b></p> <p>Working with all stakeholders to implement the strategic vision for THPT 'to bring out the best' in all students by promoting the vision and values to pupils, staff, Local Governors, parents, and the wider community</p> <p>Ensuring THPT policies are put into practice to ensure the THPT ethos is well-established across all schools</p> <p>Ensure that each school has a culture where all pupils experience a positive and enriching school life</p> <p>Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life across all relevant schools</p> <p>Create a culture and ethos of challenge and support where all pupils can achieve success and increase their life chances</p> <p><b>Leading the improvement of the quality of education in a THPT school and supporting the Principal to:</b></p> <p>Ensure that a broad and balanced curriculum is effectively planned</p> <p>Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn</p> <p>Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines and is facilitated by highly trained and effective subject leaders</p> <p>Ensure effective use is made of formative assessment through valid, reliable and proportionate approaches which are used when assessing pupils' knowledge and understanding of the curriculum</p>	<p><b>Strategic direction and shaping the future:</b></p> <p>Experience of successful delivery against agreed strategic plans</p> <p>Ability to articulate a clear vision commensurate with THPT and its development over the next three years</p> <p><b>Leadership:</b></p> <p>Track record of providing inspiration and strong staff leadership</p> <p>Credibility with other professionals having demonstrated a track record building on own success as a leader</p> <p>Clear communicator orally and in writing</p> <p><b>Quality of Education:</b></p> <p>Excellent understanding of how to develop a robust curriculum</p> <p>Evidence of a strong knowledge of the current major curriculum issues, legislative changes and their significance for the management and leadership within a school</p> <p>Excellent understanding of how children learn, and ability to evaluate and coach for outstanding teaching methods</p> <p>Track record of assessing, monitoring and evaluating the quality of teaching standards and the delivery of a vibrant curriculum</p>	<p><b>General:</b></p> <p>Serving or returning Assistant Principal/Vice Principal</p> <p>Substantial and successful experience at Assistant Principal level</p> <p>Teaching qualification</p> <p>Degree (Masters level optional)</p> <p>Proven track record in improving outcomes</p> <p>An understanding of working with culturally diverse communities</p> <p>Vision for strategic leadership beyond one school</p> <p><b>Strategic direction and shaping the future:</b></p> <p>Experience of successful delivery against agreed strategic plans</p> <p>Ability to articulate a clear vision commensurate with THPT and its development over the next three years</p> <p>An understanding of and desire to lead at a system level</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)</p>

# THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

## JOB PROFILE - Partnership Vice Principal

<p>Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading</p> <p>Deliver high expectations and set challenging targets for each school</p> <p>Drive a consistent a focus on pupils' outcomes, using data analytically and benchmarking to monitor progress</p> <p>Secure and sustain strong pupil outcomes</p> <p>Monitor, evaluate and review practice and promote effective improvement strategies</p> <p>Contribute to evidence-based improvement plans which support continuous school improvement linked to the school's SEF</p> <p>Contribute to a highly effective School Improvement Plan (SIP) which is developed and delivered in the light of robust evaluation</p> <p><b>Developing self and working with others by:</b> Regularly reviewing own practice, setting personal targets and taking responsibility for own development, seeking advice and support</p> <p>Providing inspiration and strong strategic leadership to the all school-based teams to ensure each school delivers the highest standards</p> <p>Motivating others to achieve excellent outcomes through distributive leadership involving teams and individuals in the named THPT school</p> <p>Working to build the capacity of leaders through coaching, mentoring and professional development of colleagues</p> <p>Ensuring a culture of high staff professionalism is embedded in the school</p> <p>Rigorously tackle under-performance at all levels</p> <p>Ensuring that effective strategies and procedures for staff recruitment, induction, professional development, performance review and retention are in place</p> <p>Promoting and maintaining a culture of high expectations</p> <p><b>Support the management of the relevant school by:</b></p>	<p>Knowing how to monitor through use of Data and Key Performance Indicators (KPIs)</p> <p>Knowledge and understanding of the Ofsted process</p> <p><b>Staff management and development:</b></p> <p>Managing staff to work effectively together to deliver improvement within the school</p> <p>Success in challenging underperformance</p> <p>Success in using professional development to improve staff</p> <p>Success in using performance management for improvement</p> <p>Success in supporting and promoting staff wellbeing</p> <p><b>Organisation – managing systems and resources:</b></p> <p>Proven effectiveness of previous use and integration of a range of technologies to promote learning</p> <p>Knowledge of how to use ICT effectively for school management, curriculum development and pupil progress</p> <p><b>Community:</b></p> <p>Track record of forging effective links with and understanding of local communities</p> <p>Actively draws on the richness and diversity within the school communities to enhance learning opportunities</p>	<p>The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

## JOB PROFILE - Partnership Vice Principal

Developing effective relationships and communications which underpin sustainable school improvement

Putting in place effective stakeholder communication mechanisms

Support effective organisational and management structures for each school and seek ways of improving organisational structures and functions based on rigorous self-evaluation

Support the Principal by working in partnership with:

- the Finance team to ensure that the school budgets are effectively constructed, monitored, and delivered
- the IT team to use and integrate a range of technologies effectively
- the Estates team to ensure that the school provides a vibrant and inspiring learning environment
- the HR team to ensure effective recruitment, retention, development, performance management and wellbeing of staff

### **Strengthening community by:**

Creating and maintaining effective partnerships and networks across THPT, locally and nationally

Actively promoting the school as a centre of excellence for education and families in the local community

### **Accountability within THPT:**

Work with the Principal to create and develop an organisation in which all staff recognise that they are accountable for the safeguarding and success of all young people in the school

Take accountability for the standards, improvement, and performance within the school

Ensure the presentation of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences

Reflect the outcomes of regular school self-evaluation with external/peer evaluations to further improve and validate outcomes

### **Accountability:**

Ability to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all pupils, to make accurate judgements against agreed criteria

Thorough understanding of the statutory framework for education and the legal framework that underpins school leadership and ensuring compliance

### **Values and Behaviours:**

We are a values-based organization and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

#### **Our values are:**

**Integrity** - displaying honesty and having strong moral principles

**Partnership** - working together and taking collective ownership to achieve the same goals

**Advocacy** - working hard on behalf of others to maximize their success

**Resilience** - finding success again after something difficult or negative has happened

**Compassion** - displaying empathy towards and a desire to help others

**Aspiration** - aiming high to achieve success

# THE HOWARD PARTNERSHIP TRUST

*'Bringing out the Best'*

## JOB PROFILE - Partnership Vice Principal

<p><b>Data Protection</b></p> <p>Working with computerised systems ensuring compliance at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems</p> <p><b>Health and Safety</b></p> <p>Ensure compliance with THPT's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties, such as members of the public in or on premises controlled by THPT</p> <p><b>Safeguarding</b></p> <p>To build and secure an embedded culture of safeguarding in the school</p> <p>To ensure the staff within the policy framework for safeguarding and child protection</p> <p>To play an active role in the development of safeguarding policy and procedures</p>	<p><b>Safeguarding and Equal Opportunities:</b></p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children</p> <p>Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school</p> <p><b>Personal attributes:</b></p> <p>Professional attributes reflect the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership</p> <p>Clear communicator with self-awareness and persuasive abilities</p> <p>Outcomes focused</p> <p>Strong team-builder</p> <p>A sense of humour</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--