

## Job Description

### Post: Senior Vice Principal

#### Purpose

To challenge educational and social disadvantage by working with the Principal to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Live the mission and values every day.
- Be a highly visible, consistent and supportive presence in and around the academy; serve the staff and students by creating and over-communicating clarity.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Sustain the aims and objectives of the academy and establish the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement.
- Ensure that the academy's systems and processes are well considered, efficient and fit for purpose; upholding the principles of transparency, integrity and probity.
- Strategically lead decision-making and consultation procedures.
- Manage resources and allocate them to support effective teaching and learning.
- Challenge underperformance at all levels with effective corrective action.
- Work to safeguard and protect children in collaboration with other agencies as appropriate.
- Lead the academy improvement planning and review process.
- Liaise with all stakeholders to support school improvement and maximise students' progress.
- Carry out the professional duties of the Principal in the event of his / her absence from the academy.
- Ensure all staff follow academy guidelines and implement policies; hold self and others to account.
- Manage own workload and that of others.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Highlight any areas for concern and support staff in reaching the expected standards of performance.
- Lead recruitment and retention strategy by taking into account relevant employment legislation.
- Provide regular reports to key stakeholders on the success of strategies and procedures.
- Manage the academy's involvement in relevant networks.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in, and lead, coaching; work in effective partnership with other leaders in the Trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***