



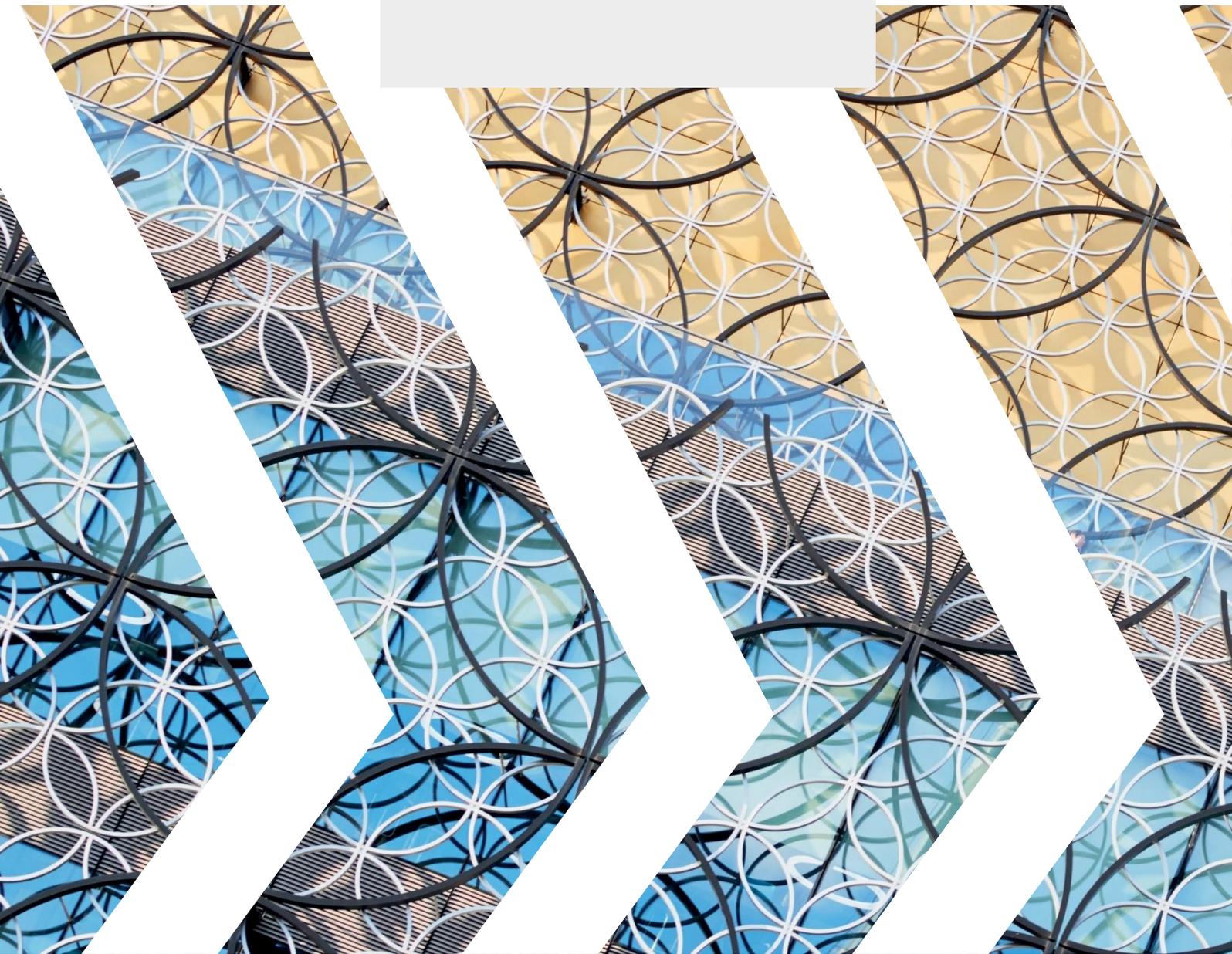
# **FAIRFAX**

MULTI-ACADEMY TRUST



**VICE PRINCIPAL**

**JOB DESCRIPTION**



## JOB DESCRIPTION

### Vice Principal

**RESPONSIBLE TO** | Principal

**LINE MANAGEMENT OF** | Pastoral Teams including Heads of Year, non-teaching Pastoral Leaders, Attendance Officer, SENCO, DSL, Community Links Strategy, Character Development and relevant subject/faculty as determined by the Principal

**SALARY** | Leadership scale L20 – L24

## JOB PURPOSE

As a senior leader at Fairfax Multi Academy Trust you will provide professional leadership and support the Principal of Academy in the management of the academy in line with our ethos, values and vision. You will assist the Principal of Academy in securing excellent outcomes for all our students regardless of their background so that they can excel in modern Britain. You will embed the trust's ethos, values and vision through inspiring and dedicated leadership leading by example at all times.

Keep reading for this role if you:

- Have the highest ambitions and expectations for all pupils, including the Disadvantaged and SEND
- Are enthusiastic and energetic, and willing to take risks
- Are not a yes person, and have a keen desire to collaborate to move forward
- Are someone who understands that the role is a pupil facing one, and who is forward facing and visible, leading by example
- Want to continue to develop and thrive

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Play a major role under the overall direction of the Head of Academy in formulating and reviewing the Academy Improvement Plan and its objectives and targets by writing, updating and establishing the policies through which they shall be achieved, leading and managing staff and resources to that end, monitoring progress towards their achievement
2. Undertake the professional duties of a Deputy Head of Academy, reasonably delegated to you by the Head of Academy
3. Undertake the professional duties of the Head of Academy in their absence
4. Support the Head of Academy in:
  - a. Ensuring the vision and values of Fairfax Multi Academy Trust and our Academy are clearly articulated, shared and understood and acted upon by all
  - b. Demonstrating these vision and values in everyday work and practice
  - c. Motivating and working with others to create a shared culture and positive climate
  - d. Building a professional learning community which enables all to achieve

5. Work in partnership with FMAT leaders, directors and academy governors to embed the Trust's ethos, values and vision
6. Work in partnership with all stakeholders to embed the culture and vision of our Academy
7. Support all staff in achieving the academy's priorities and targets and monitor the progress of those aspects for which you have oversight
8. Support the school self-evaluation process and identify priorities for improvement
9. Promote a clear vision for student attitudes which embodies high expectations for all
10. Support and challenge the Assistant Headteacher (behaviour and attitudes) to develop, embed and monitor systems and processes for creating and maintaining high standards of behaviour, conduct and high levels of attendance and punctuality
11. Support and challenge the DSL as the lead colleague in ensuring a high-quality education for all children
12. Support and challenge the SENCO as the lead colleague in ensuring a high-quality education for all children with SEND
13. Support and challenge the Character Education Team as the lead colleague in ensuring a high-quality of education
14. Work with external stakeholders to develop an effective admissions process and ensure that transition into and out of the academy is effective and high quality
15. Be the academy representative at local fair access and behaviour partnership meetings
16. Have oversight of all Alternative Provisions used by the academy and work with the Trust Pastoral Lead to ensure a clear strategy for the use of AP is in place
17. Be responsible for the internal exclusion, suspension and permanent exclusion processes and oversee the production of any documentation that is required
18. Attend any student disciplinary panel meetings
19. Identify key professional development needs for those line managed and ensure that these are addressed through the provision of high-quality coaching and mentoring
20. Lead groups of staff in development activities and evaluate outcomes including Attendance and behaviour monitoring
21. Ensure that the Head of Academy and governors are well informed regarding policies, plans and priorities in the areas for which you have responsibility and that progress is evaluated and outcomes are shared
22. Lead, monitor and embed change where identified to drive improvement
23. Work with the colleagues to ensure that resources and staff are deployed appropriately to support data use and the agenda to improve behaviour, attendance and safeguarding
24. Work with the senior leadership team in establishing priorities for expenditure in the areas for which you have whole academy responsibility and in monitoring the effectiveness of spending and use of resources
25. Lead any investigations and address stage 1 complaints
26. Ensure the smooth running of the Academy by supporting and leading the daily operations of the Academy

## **LEADERSHIP AND MANAGEMENT RESPONSIBILITIES**

1. Implement academy policies and procedures, reviewing and revising the policies linked to this role
2. Develop and maintain positive working relationships with and between all students and staff throughout the academy
3. Promote Health and Safety policies and practices, including risk assessments

4. Undertake performance management review(s) and act as reviewer for a group of staff within a designated Faculty/Department
5. Promote teamwork and to motivate staff to ensure effective working relations
6. Ensure effective communication/consultation as appropriate with the parents of students
7. Develop and carry out effective and impactful quality assurance processes
8. Be a member of the academy leadership team and attend relevant meetings as well as academy functions and undertake whole academy duties as may be reasonably determined by the
9. Assist the Head of Academy in leading and managing the academy
10. Undertake such duties as are delegated by the Head of Academy

### **CLASS TEACHER RESPONSIBILITIES**

1. Ensure excellent rates of progress for the pupils that you teach
2. Carry out the duties of a teacher as set out in the current Teachers' Standards Document
3. Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
4. Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
5. Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders
6. Ensure ALL learners make excellent progress by differentiating tasks and liaising with Teaching Assistants as necessary
7. Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
8. Ensure every student knows their level and understands the steps required to achieve the next stage in their progress and attainment
9. Set an exemplary role model in terms of dress, punctuality and attendance
10. Attend and participate in parent and open evenings as required
11. Uphold the Academy's Behaviour for Learning Policy and Uniform Code
12. Participate in staff training, INSET and Professional development opportunities
13. Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
14. Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
15. Provide cover for staff in line with the 'Rarely Cover Agreement'
16. Make a particular contribution to building team commitment, in particular:
  - a. Provide a role model for professional practice in the school
  - b. Make a distinctive contribution compared with other less experienced teachers
  - c. Contribute effectively to the wider team

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
4. Be aware of, support and ensure equal opportunities for all
5. Contribute to the overall ethos/work/aims of the Trust
6. Appreciate and support the role of other professionals
7. Attend and participate in relevant meetings as required such as SLT, faculty and local governance
8. Participate in training, other learning activities and performance development as required
9. Engage actively in the performance review process
10. Perform any other such duties as the Head of Academy may from time to time determine

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

I have read and accept this job description

**Signature:**

**Print Name:**

**Date:**

ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**