

THE BUSHEY ACADEMY

JOB DESCRIPTION AND PERSON SPECIFICATION

Vice-Principal: Achievement and Standards

The Academy Vision

The Bushey Academy is a learning focused community where happiness is derived from achievement and positive self-esteem. It is a place where individuals develop the confidence in themselves and the understanding of others around them to be active contributors to society. The innovative and individually targeted curriculum, built around the specialism of business and communication, allows all students to succeed in their own areas of strength; the academy houses give everyone the chance to shine outside the classroom; and in all areas individual enterprise and endeavour are both expected and rewarded, ensuring that students and staff at the academy are 'proud to belong'.

Senior Leadership Team

Members of the Senior Leadership Team will at all times embody and promote the vision and ethos of the academy, leading by example, forming positive relationships with students and ensuring the self-esteem of students is not undermined by staff or other students. They will be proactive in ensuring situations of poor behaviour do not occur, modeling a non-confrontational approach to behaviour management, and will promote the perception of students as individuals served by the academy and its staff.

Members of the Senior Leadership Team will ensure routines are followed at all levels punctually, consistently and reliably. They will respect the principles of collective responsibility and confidentiality for all SLT decisions.

Members of the Senior Leadership Team will maintain a visible presence around the academy, representing the Principal and his values at all times.

Job Description

Aim and main purpose of the job

- In partnership with the Principal, trustees and governors, to ensure that the aims of the academy are met
- To take a lead on raising standards of student attainment and achievement
- In conjunction with the rest of the Senior Leadership Team, to provide strategic direction and day to day management for the academy
- To lead by example
- To deputise for the Principal in case of his absence

Key Areas of Responsibility

These will be negotiated at interview to reflect the strengths, experience and aspirations of the person appointed. We are looking for the right person for our academy rather than a specific skills-set and individual areas of responsibility for the post will be negotiated within the context of the whole leadership team. However the successful candidate will be expected to be able to take a leading role in the areas outlined below.

Strategic Direction, Planning and Development

The Vice-Principal will:

- Work with the Principal, Trust and Governors to develop and implement a strategic direction for the academy
- Maintain commitment to a shared vision for the academy which reflects its ethos and values
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures
- Evaluate rigorously aspects of the academy's work
- Ensure structures and systems are in place to maximise student potential

Teaching and Learning

The Vice-Principal will:

- Ensure effective teaching and learning throughout the academy
- Monitor, evaluate and develop the quality of teaching and student achievement
- Benchmark and target set for continuous and sustained improvement
- Teach their own classes to a high standard

Leading and Managing Staff and Students and Members of the Wider Academy Community

The Vice-Principal will:

- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation
- Take oversight of student progress and achievement (usually through academic Zones) and maintain a high profile in ensuring standards of behaviour across the academy
- Promote effective communication and good relationships with students, staff, governors, trustees, parents and the wider community
- Liaise with parents and other key stakeholders, both internal and external
- Have line management responsibilities for identified zones

Efficient and Effective Deployment of Resources

In line with the academy's development plan, the Vice-Principal will:

- Set priorities for expenditure, allocate funds and ensure effective management and control of the budget
- Monitor and review resources to improve the quality of education and achievement, to ensure efficiency and value for money

General

The Vice-Principal will:

- Attend meetings of the relevant Governors' and Trustees' committees
- Demonstrate a keen interest in all aspects of academy life
- Undertake any professional duties of the Principal reasonably delegated by the Principal
- Carry out SLT duty responsibilities
- Deputise for the Principal in his absence
- Undertake any other tasks reasonably requested by the Principal

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

This job description should be read in conjunction with the statutory requirements in the current version of the Academy Teachers' Pay and Conditions document.

| | | |
|-----------------------------|--|--|
| Person Specification | | |
|-----------------------------|--|--|

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and experience | | |
| Good Honours Degree | ✓ | |
| QTS | ✓ | |
| Evidence of further and relevant CPD which has had an impact on your work | ✓ | |
| Further relevant qualifications (Masters etc) | | ✓ |
| Leadership experience in at least two schools; or in both pastoral and academic roles | | ✓ |
| Evidence of strategic planning leading to measurable improvement of standards in at least one area of the school | ✓ | |
| Experience of working with external agencies/collaborating with other schools | ✓ | |
| Skills and knowledge | | |
| An understanding of the role of Vice-Principal and the ability to deputise for the Principal in case of his absence | ✓ | |
| Excellent classroom practitioner who can be a role model to others | ✓ | |
| An ability to contribute to the development and communication of the vision, whilst leading, motivating and delivering change | ✓ | |
| Experience of holding people to account effectively | ✓ | |
| The ability to work well in a team both as leader and member | ✓ | |
| The ability to think originally and creatively in analysing and resolving issues | ✓ | |
| Excellent rapport with students, staff, parents, governors and members of the wider school community | ✓ | |
| The ability to manage, analyse and use data to bring about school improvement and raise achievement | ✓ | |
| The ability to identify opportunities for improvement, whilst recognising existing good practice | ✓ | |
| The skills to model professionalism to all members of the school and the wider community | ✓ | |
| A knowledge of current educational legislation and its implementation | ✓ | |
| An understanding of the workings of academies and how these differ from maintained schools | | ✓ |
| An understanding of current funding regimes and developments | | ✓ |
| Excellent ICT skills and vision for how new technologies can enhance teaching and learning | | ✓ |
| Outstanding communication skills – using both written and oral presentations – for formal and informal occasions or circumstances | ✓ | |
| Flexibility and a readiness to undertake a wide range of responsibilities over time | ✓ | |
| Energy, enthusiasm, emotional intelligence and a positive attitude | ✓ | |
| Willingness to participate in the extra-curricular life of the school | ✓ | |
| An excellent record of attendance and punctuality | ✓ | |
| The ability to motivate, encourage and inspire staff and the whole school community | ✓ | |