

# Vice Principal



<b>Pay:</b>	South Bank Academies pay scale L18 £72,125 – L22 £78,725 per annum
<b>Accountable to:</b>	Principal
<b>Location:</b>	South Bank UTC, Horsford Road (off Brixton Hill), London SW2 1QS
<b>Contract type:</b>	Full time
<b>Contract term:</b>	Permanent
<b>Job start:</b>	September 2022
<b>Deadline:</b>	9.00 am, Wednesday 18th May 2022
<b>Shortlisting:</b>	Wednesday 18th May 2022
<b>Interviews:</b>	Friday 20th May 2022

## Job Description

The specific responsibilities of a leadership post are dependent upon the carousel of whole school responsibilities within the Senior Leadership Team and shall be negotiated periodically. Therefore, full responsibilities shall be prescribed at the time of appointment.

### Core purpose

You will have a central role in leading the UTC, including at times deputising for the Principal and executing day-to-day management of the UTC. This includes working with the Executive Principal, and Assistant Vice Principals effectively, productively and efficiently. The precise details of the role will be negotiated but will involve setting and articulating high expectations; quality assuring teaching; ensuring robust and accurate tracking and performance data; ensuring the effective management and deployment of resources along with supporting and developing staff.

You will be working with the school advisory board and Trust leaders to ensure their vision is met, by ensuring the highest standards and expectations in teaching, learning, behaviour, leadership and financial management are promoted and achieved. You will contribute actively to the development of the SEF and Improvement Plan and will support the team in ensuring as far as possible that the UTC is 'Ofsted-ready'. You will play a key role in ensuring the safety and wellbeing of all students by upholding policies including the Safeguarding policy.

In line with the 2015 National Standards of excellence for headteachers you will have delegated responsibilities in the following key areas:

### Key responsibilities

- To work with the Executive Principal and Principal to secure and sustain high expectations
- To contribute to the UTC SEF and Improvement Plan.
- To work with the senior leadership team to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- To work with the appropriate senior leader to ensure that the quality of teaching is consistently good and often outstanding to ensure high standards across all subjects.
- To help lead on pedagogical developments and research to develop a self-improving system.
- To ensure that learning is at the centre of strategic planning and resource management.

- To establish creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set stretching targets for the whole school community, ensuring regular, appropriate and effective communication with stakeholders.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To hold and articulate clear values and moral purpose, focused on providing a world class education for students at South Bank UTC.
- To lead by example, modelling positive behaviours and relationships.
- To work with political and financial astuteness, managing budgets and resources effectively to deliver the UTC's vision.
- To communicate the UTC's vision in a compelling manner, leading in a strategic manner.
- To collaborate with the Executive Principal, Principal, UTC and Trust leadership teams:
  - to ensure the smooth day-to-day running of the UTC;
  - to ensure all staff are aware of, and follow, all UTC policies; and
  - to establish quality assurance procedures for the all aspects of the work of the UTC.
- To discharge strategic and operational leadership duties effectively
- To assist with the production of the UTC Improvement Plan, the UTC Self Evaluation Process and records, reports to stakeholders, returns to the DfE and outside agencies, and leadership of visits from the BDT and other strategic partners.
- To ensure the effective implementation of Personal and Professional Development within the teaching staff in order to raise staff expertise leading to greater engagement of students in their learning.
- To ensure that the development of cross-curricular skills are at the centre of lesson planning and curriculum delivery.
- To create an outward-facing culture, forming and building collaborative links with other schools and organisations including UTC sponsors and partners.
- To develop effective relationships with sponsors, partners and other stakeholders
- To ensure the UTC has a role in shaping the current and future quality of the teaching profession.
- To ensure the UTC inspires and influences others more widely than in schools, through innovations or partnerships which create community benefits.
- To demand high standards and ambition from students, overcoming disadvantage
- To secure a 'sharing culture' between staff, ensuring best practice is widely shared and celebrated, with talent developed from within the UTC.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams

- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- To ensure that the performance management is rigorous, links clearly to staff personal and professional development, the development of learning in and across teams and cross-UTC professional learning and the UTC's arrangements for pay progression
- To work alongside the senior leadership team to ensure the aspirational aims and objectives of the UTC are achieved.
- Deputising for the Principal when required and representing the UTC at meetings within or outside the UTC when required.
- Leading with the senior leadership team to develop and manage processes, systems and policies to ensure the smooth day-to-day running of the UTC and present these in Staff Guidance materials
- Leading with the senior leadership team in establishing and monitoring the quality assurance procedures for all aspects of the UTC's work to ensure that these quality assurance procedures will be part of the UTC staff guidance materials
- Leading with the Principal and other strategic partners to ensure the accuracy of the evidence base on which the following are based: performance management evidence, the UTC Improvement Plan, self-evaluation processes, reports to stakeholders, returns to the DfE and outside agencies.
- Providing high quality line management to staff so that:
  - teams are effectively led, managed and developed
  - all students are successfully engaged in learning,
  - all pupils reach high levels of attainment and achievement
- Providing well-informed advice regarding national developments related to Teaching, Learning, Standards, and the Effective Use of ICT and other resources for learning in engaging students in their learning is shared with the senior leadership team.
- Providing high quality challenge and leadership of mentoring and coaching to all the subject leaders to ensure that leadership and management, teaching for learning, curriculum resourcing and delivery, and care, welfare, guidance and support are outstanding.
- Leading with the senior leadership team in the planning, procurement and delivery of the UTC's professional learning, development and leadership programmes for all staff.
- Ensuring there are effective partnership relationships with industrial partners liaising with the Teaching, Learning and Curriculum Teams to provide learning support for students.
- Building and maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the UTC.
- Leading on systems to ensure that behaviours and conduct from learners are appropriate and aligned to the UTC's vision and expectations.
- Leading on curriculum design, timetabling and staffing allocations as required
- Acting as the Designated Safeguarding Lead as necessary, leading the culture of safeguarding in the UTC with the Principal.
- Participating in, and leading where appropriate, cross-trust and external collaborations.
- Undertaking any other professional duties of that are reasonably delegated by the Principal or Executive Principal.

*See overleaf for Person Specification.*

# Person Specification

<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
First degree or equivalent	✓	
Qualified teacher status	✓	
Masters degree or doctorate		✓
Experience in a substantive senior leadership post.	✓	
Significant success and experience in a middle leadership post	✓	
Recent and relevant professional and leadership development	✓	
Successful experience of leading and managing change	✓	
A proven track record in contributing to school improvement	✓	
NPQSL or NPQH (or working toward it)	✓	
<b>Personal Qualities</b>		
The ability to inspire, enthuse and motivate	✓	
Presence and the ability to provide strong and visible leadership	✓	
Excellent organisational and time management skills including the ability to prioritise	✓	
Resilience, determination and the ability to cope well under pressure	✓	
A commitment to social mobility and a belief in the impact education can have on the lives of young people	✓	
Empathy with young people from all backgrounds	✓	
Potential and desire to aspire to headship		✓
<b>Professional skills and knowledge</b>		
Engagement and interest in current issues, ideas and research around secondary education	✓	
Ability to use a range of leadership and management styles	✓	
Ability to develop and take forward a shared vision for the school	✓	
Ability to challenge and support all members of the school community to drive up standards	✓	
Ability to develop, implement and evaluate strategic plans and priorities	✓	
Ability to create and maintain effective partnerships with parents and other stakeholders	✓	
Ability to deal effectively with young people of all backgrounds	✓	
A clear understanding of how to develop and embed data systems to be used by all staff to drive up standards for every individual student	✓	