

## Phoenix Infant Academy

### Vice Principal

<b>Responsible to:</b>	Principal
<b>Salary</b>	L13 – L16
<b>Hours / FTE</b>	1.0
<b>Main purpose of the job</b>	
<p>The Vice Principal, under the direction of the Principal, will take a major role in:</p> <ul style="list-style-type: none"><li>• Formulating the aims and objectives of the school</li><li>• Establishing policies for achieving these aims and objectives</li><li>• Managing staff and resources to that end</li><li>• Monitoring progress towards the achievement of the school's aims and objectives</li><li>• Leading curriculum development within identified areas</li><li>• Responsible for identified areas across the school, for example attendance, curriculum, assessment</li></ul> <p>If the Principal is absent, the vice Principal will deputise.</p>	
<b>Professional Duties</b>	
<p>In addition to carrying out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document in accordance with the:</p> <ul style="list-style-type: none"><li>• National Standards for Qualified Teachers.</li><li>• National Curriculum.</li><li>• School's aims, objectives, key priorities, values and schemes of work.</li><li>• Policies of the Thames Learning Trust.</li></ul> <p>The specific requirements and duties of the post, under the direction of the Principal, have been set out below:</p>	
<b>Qualities and Knowledge</b>	
<ul style="list-style-type: none"><li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li><li>• Establish and sustain the school's ethos and strategic direction together with the Principal and SLT and through consultation with the school community</li><li>• Build positive and respectful relationships across the school community</li><li>• Serve in the best interests of the school's pupils and contribute to the all-round success of the school</li><li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally</li><li>• Contribute to the formulation and implementation of the vision and strategic plan for the school</li><li>• Work with political and financial astuteness, translating policy into the school's context</li><li>• Work in partnership with the Principal and the SLT to plan, implement, develop, monitor and review policy</li></ul>	

and practice within the school.

## **Staff**

- Create a culture where pupils experience a positive and enriching school life
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Instill a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Ensure staff are held accountable for their professional conduct and practice, ensuring a culture of staff professionalism
- Participate in the recruitment and deployment of teaching and support staff
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- To promote and be involved in the wider life of the school community

## **Pupils**

- Promote a culture and practices that enables all pupils, including those with SEN, disabilities and disadvantaged, to access the curriculum,
- Ensure effective inclusion and intervention to enable all pupils, including those with SEN, disabilities and disadvantaged, to achieve well.
- Have ambitious expectations for all pupils including those with SEN, disabilities and are disadvantaged

## **Systems and Processes**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Manage the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice in line with the Trust Appraisal and Capability policy
- Work with The Thames Learning Trust and the board of trustees as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Manage staff well with due attention to workload
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets

all statutory duties

### **The Self Improving school system**

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Keep up to date with developments in education, seeking training and continuing professional development to meet needs

### **Data Protection and Safeguarding**

- To act as Deputy Designated Safeguarding Lead
- To fully understand the responsibilities in relation to Safeguarding and Child Protection and how to refer an issue/concerns
- To remain vigilant to ensure all students are protected from potential harm
- To work within the requirements of GDPR at all times

### **General**

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place, including the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

### **Confidentiality**

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any other unauthorised person or organisation.

### **Safeguarding Children and Health & Safety**

The Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education" 2025. It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced DBS clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times.