



# NORTH LIVERPOOL ACADEMY

## **VICE PRINCIPAL**

**SALARY RANGE: L26-L30, depending on experience**

**RESPONSIBLE TO: Principal**

### **Overview:**

The post holder's main area of responsibility will be negotiated to support and compliment the strengths and areas of need within the SLT; however, whatever the specific responsibilities are, s/he will be the key driver in securing the highest possible quality of education

The role is to provide vision, leadership and management for North Liverpool Academy (NLA) and to work in close partnership with the Principal in all key areas, to ensure that excellence across the Academy.

The Vice Principal will seek to further improve performance and development of the Academy, its students, staff and community.

S/he will deputise for the Principal when necessary and will have substantial line management responsibility in line with their position.

The Vice Principal will be a successful and experienced teacher, who enthuses motivates and inspires children, generating a love for learning.

The successful candidate will have demonstrable leadership experience at a senior level. S/he will have the management and communication skills to effectively influence others. S/he are able to provide professional challenge and effectively drive forward change. S/he has a track record of positive impact on the student outcomes that will translate to North Liverpool Academy.

Unquestionable professionalism and high expectations underpin strong teamwork and the capacity for hard work. S/he will be a creative thinker with an ability and determination to develop NLA as a centre of excellence.

For the successful candidate, this role will be a perfect platform to prepare effectively for headship in the next 3 to 5 years.

The successful candidate will play a substantial role in realising the vision of high aspirations and expectations across the academy and trust to ensure that we deliver the best opportunities possible for our students.

### **Responsibilities:**

#### **Shaping the Future**

The Vice Principal will work closely with the Principal Governing Body and Trust, to create a shared vision of excellence which inspires and motivates all members of the Academy community. In particular, they will significantly contribute to:

- Developing the strategic vision and direction for the Academy which is based upon a detailed understanding of the Academy's needs and relevant external influences.
- Implementing the strategic vision effectively so that practices become consistent across the Academy.

- Playing an active role in raising the hopes, aspirations and ambitions of our students, their families and carers and the local community.
- Leading by example to create a culture of professionalism, respect, tolerance and fostering positive relationships across the Academy community.
- Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.

### **Managing the Organisation**

The Vice Principal will work with the Principal to ensure effective organisation and management of NLA through:

- Managing relevant financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Working with the Principal, devise and implement strategies to secure an increase in numbers of students who are making NLA their first choice.
- Recruiting, retaining and deploying staff effectively and managing their workload to achieve the vision and goals of the Academy.
- Managing and organising the Academy environment efficiently and effectively to ensure that it meets all health and safety regulations.
- Working alongside the senior leadership team to continue to embed the Academy values and vision of both the Academy and the Trust across all areas of the academy.
- Keeping up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implement these within the strategic vision of the Academy.
- Being a visible, proactive presence around the academy, leading by example and promoting positive attitudes to learning, personal welfare, safety and behaviour from both students and staff.

### **Other Leadership Responsibilities**

The Vice Principal will work alongside the rest of the leadership team to:

- Be responsible for ensuring the robust and consistent implementation of Northern Schools Trust policies and systems.
- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development and areas of key responsibility.
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others, especially in the areas of key responsibility.
- Present relevant evaluative and summary reports at both Local Governing Body and Trust level.
- Lead by example as a teacher and as a manager, achieving high standards of student attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features.
- Challenge under-performance at all levels and ensures corrective action and follow up is taken.
- Support the development and maintenance of Academy policies and practices to ensure consistent application.
- Have a teaching commitment in line with Vice Principal status.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community.
- Liaise effectively with all stakeholders, including parents/carers, partner primary schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events.
- Manage budget(s) in line with areas of responsibility.
- Take assemblies and participate in break, lunchtime, before and after hours' supervision.
- Contribute to support programmes for students and staff that may, on occasion, include weekends and holiday periods.
- Assume leadership of the Academy in the absence of the Principal
- Any other reasonable duties as requested by the Principal.

**Key Documents Responsibility:**

- Relevant contributions to the Academy SEF.
- Relevant contributions to the Academy Development Plan.
- Relevant policy and practice contributions.
- Coordinate the Academy calendar.
- Relevant reports to Governors, including Principal's report to Governors.

The responsibilities and duties will be reviewed and modified as the Leadership and Management Teams develop.

September 2020