

# Job Description and Role Overview

JOB TITLE: VICE PRINCIPAL  
REPORTS TO: PRINCIPAL  
SALARY RANGE: LEADERSHIP SCALE – L1 – L5

## Purpose of the job:

To champion high quality teaching and learning; to support the Principal and governing body with the strategic direction of the school, inspiring all stakeholders to enable the school to flourish.

## Core duties:

In addition to the requirements of a class teacher, areas of responsibility and key tasks, the VP has the additional responsibilities and duties outlined below. Please note: this is not an exhaustive list.

### Shaping the future

In co-operation with, and under the direction of, the Principal and Governors to:

- support and secure the commitment of others to the vision, ethos, direction and policies of the school;
- play a leading role in the school development plan and school self-evaluation planning process, and to take sole responsibility for appropriately designated aspects of it;
- work in partnership with the Principal in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented;
- attend Senior Leadership Team Meetings and report back to staff when necessary;
- support the evaluation of the effectiveness of the school's policies and developments.
- lead by example when implementing and managing change initiatives;
- promote a culture of inclusion within the school community where all views are valued and taken in to account;
- ensure that parents are well informed about the school curriculum, its targets, children's progress and attainment and their part in the process of improvement.

### Leading teaching and learning – to:

- be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;
- with the Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- sharing responsibility for the analysis of key school performance data to ensure improvement in standards is promoted;
- support the Principal in establishing a learning environment that helps pupils develop learning behaviours in order to learn more effectively and with increasing independence;
- support the day to day behaviour management of all pupils in the school in line with the behaviour management policy;
- lead the development of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards;
- ensure through leading by example the active involvement of pupils and staff in their own learning;
- raising standards of teaching and learning as well as staff knowledge and understanding;
- manage the performance and appraisal of other members of staff.

### Developing self and others – to:

- support the induction of staff new to the school and those being trained within the school including undertaking the role of induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate;
- participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school;

- be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- take responsibility and accountability for identified areas of leadership;
- work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management;
- lead the annual appraisal process for all identified staff;
- engage with appropriate training opportunities to promote professional effectiveness in the role.

### Managing the organisation – to:

- be a proactive and effective member of the senior leadership team and manage the school effectively in the absence of the Principal;
- lead on key areas of school improvement and organisation as directed by the Principal;
- take responsibility for promoting and safeguarding the welfare of children and young people within the school including fulfilling the role of designated safeguarding lead;
- work with the Principal and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources;
- lead regular reviews of school systems to ensure statutory requirements are being met and improved on where appropriate;
- promote and deliver effective communication with all staff and school stakeholders;
- working with the Principal, undertake key activities related to professional, personnel and HR issues;
- ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

### Securing accountability – to:

- have input into the target setting process for raising achievement for all pupils;
- monitor progress and impact ensuring appropriate action plans are in place where issues are identified;
- support proper accountability processes throughout the school;
- ensure planning is effectively carried out and ensure individual pupil needs are being met;
- promote and protect the health and safety welfare of pupils and staff.

### Strengthening community – to:

- work with the Principal in developing the policies and practice, which promote inclusion and equality;
- support the school with the provisions provided for an extended school day (breakfast club and after school provision);
- develop and maintain contact with all specialist support services as appropriate;
- promote the positive involvement of parents/carers in school life;
- organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- strengthen partnership and community working;
- promote positive relationships and work with colleagues in other schools and external agencies.

### Core areas of responsibility: *subject to be reviewed or refined at any time:*

- Support the Principal to lead the school: Work closely with the Principal to implement the school's vision and strategic objectives.
- Build the Community: Take the lead in organising and fostering community links and partnerships.
- Leading the school: The Vice Principal will lead the school for a proportion of the week, when the Principal is not on site.
- DSL Team: Be part of the Designated Safeguarding Lead (DSL) team, ensuring the safety and wellbeing of all children.
- Teaching commitment: The Vice Principal will have a regular teaching commitment and will carry out the duties of a class teacher in accordance with the teachers' standards.
- Assessment Lead: Oversee formative assessment across the school, taking the lead for statutory assessments in collaboration with the Principal. Lead on pupil progress and attainment meetings, as part of the teaching, evaluation, review and monitoring schedule across the school.
- Behaviour Leadership: Lead the Pastoral and Inclusion team to ensure all pupils are supported socially and emotionally. Oversee and develop behaviour strategies that foster a positive, inclusive, and respectful school culture.
- SIAMS: Drive the strategic development of RE and the SIAMS framework within the school, taking overall responsibility for the provision of collective worship and calendar events.

- Offsite Visits: Oversee the procedures, policies and protocols for offsite visits, ensuring compliance to health and safety, safeguarding and communication.
- Pupil Premium: Lead on the Pupil Premium strategy, ensuring that the provision and PPG spend is managed effectively.
- Attendance Leadership: Work with families and staff to improve attendance and punctuality, implementing strategies to support students and families, particularly those at risk of persistent absence.
- Staff CPD: Support the professional growth of all staff, providing coaching, professional development, and constructive feedback.
- Performance Management: Take responsibility for performance managing staff at different levels across the school, ensuring high standards of teaching, learning, and leadership.
- Teaching and Learning Leadership: Lead initiatives to enhance teaching practices, curriculum development, and student outcomes.

## General Expectations

- To ensure that school policies and procedures are adhered to at all times.
- To promote and model the school's vision and Going for Gold values.
- To promote equality and inclusion and ensure all pupils are given opportunities to succeed.
- To be a positive role model to other members of the team.
- To conduct themselves at all times in accordance with the Teachers' Standards.
- To promote and maintain effective communication and relationships between the school, its parents, governors and the village community.
- With the Principal and other senior leaders, present a united front to all stakeholders

## Appraisal Cycle

This role will be reviewed annually as part of the appraisal process, with a mid-year review taking place during the appraisal cycle to monitor the suitability of targets set during this process and review evidence against these.

The Principal and governing body are fully committed to ensuring the professional effectiveness of the Vice Principal in this role through:

- the provision of leadership and management time;
- support for the provision of professional development opportunities.

## Safeguarding Requirements:

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person;
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks;
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person;
- Ensure key documents (e.g. Keeping Children Safe in Education) have been read and signed as requested;
- Within the scope of the Designated Safeguarding Lead team, follow procedures, processes and policies to ensure all concerns are actioned and recorded efficiently and effectively.

## Job context:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. As part of the Senior Leadership Team, the Vice Principal will drive the vision and values of Essendon Primary School with the Principal. The Vice Principal will proactively ensure that the school's improvement plans articulate clearly the intent of planned development, monitor implementations of key actions and evaluate the impact for all pupils.

**Revised:** April 2025

<b>Employee's Name:</b>	
<b>Date of Review:</b>	
<b>Employee Signature:</b>	
<b>Line Manager Signature:</b>	

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate