

Paddington Academy Job Description

Vice Principal: Standards and Ethos

Responsible to: Principal

The main purpose of this post is to provide strong leadership for driving up standards in all aspects of the academy and ensuring an outstanding provision and outcomes for every student.

The post will involve direct line management of two Assistant Principals and subjects including maths and English. It will involve the day to day operations of the school ensuring the smooth running of the timetable, all events and all internal and external collaborative work.

Main Responsibilities

- To lead, manage, co ordinate and evaluate whole school monitoring, evaluation and review.
- To lead on whole school self evaluation
- To be the strategic lead for the whole school literacy and numeracy policies in line with government and national recommendations.
- To lead on Maths and English in terms of provision and outcomes
- To lead on areas of policy and practice across the school
- To manage the daily running of the school through organising all aspects of the timetable
- To lead on all internal and external events in terms of co ordination, organisation and collaboration
- Be instrumental in the application, planning and organisation of Teach Trust
- Be instrumental in the application and planning of National Support School Status
- To lead on all aspects of the examination organisation, policy, procedure and delivery in line with exam board and national guidelines
- To organise, develop and monitor the quality of Tutor Time including assemblies to ensure the whole school ethos permeates all parts of school life
- To propose, develop, manage and monitor our position in the community
- To ensure that the school is an active participant in the community that it serves
- To train and develop staff as appropriate
- To coach and support colleagues in the exercise of their responsibilities supporting the achievement of targets
- To carry out all duties / responsibilities to the highest of standards
- To monitor and evaluate quality assurance across the academy
- To support the principal in all aspects of her role and deputise in all matters of standards and ethos

This document is in conjunction with the structure and roles for SLT at Paddington Academy and is open to change and re negotiation