

### OBJECTIVES

Working as part of the Senior Leadership Team, Vice Principals will provide vision, leadership and direction for the Federation in line with the strategic objectives and targets as outlined in our Transformation Plan.

Vice Principals play a key role in maintaining and developing excellence in every aspect of our operation, ensuring that the Federation is recognised by our clients as providing an outstanding service.

The Senior Leadership Team (SLT) has responsibility for all aspects of leading the Federation's development on a day-to-day basis. It is therefore difficult to delineate all the roles which will be expected. The following should only be used as a guide, as the specific individual responsibilities of each Vice Principal will be agreed annually with the Executive Principal:

- To make sure that the achievement of every student is outstanding by ensuring an individual approach is taken in determining their curriculum and the support they need.
- To develop and implement the ethos of the Federation, leading by example at all times.
- To support the development of staff through skilled human resource management.
- To support the development of students through skilled behaviour management techniques.

In addition to the general duties of a teacher, Vice Principals will undertake the following activities:

### GENERAL LEADERSHIP RESPONSIBILITIES

- To lead by example, supporting the ethos of the Federation in a way in which inspires, motivates and challenges students and staff.
- To monitor the quality of teaching and learning through regular observation and feedback as part of the annual review process and as otherwise required.
- To ensure that all students are prepared for the opportunities, responsibilities and experiences of the outside world.
- To support the work of teams in the role of link Vice Principal.

### LEADERSHIP OF TEACHING

Vice Principals will play a key role in maintaining and driving up standards in the areas for which they have responsibility. This will include securing high quality teaching and high standards of achievement for all students. This will be achieved through the following roles:

- To be the link Vice Principal to allocated teams of staff, ensuring that the performance of staff under their care is outstanding.
- The mentoring and coaching of students in order to secure the highest possible outcomes.
- The identification and implementation of appropriate strategies to support staff and students to achieve success and realise their full potential.
- Implementing effective intervention and support strategies for staff or students who need additional support.

## QUALITY ASSURANCE

Vice Principals will play a key role in the strategic monitoring, evaluation and review of a range of data to support the achievement of the Federation's targets. These will include:

- The setting of aspirational targets for teams, individual teachers and students.
- To lead staff in implementing out our annual review and self-evaluation process.

## STAKEHOLDER ENGAGEMENT

Vice Principals will work with a wide range of both internal and external stakeholders to secure the commitment of our wider community to the ethos and general aims and direction of the Federation.

These will include:

- Members of the Senior Leadership team and Team Leaders.
- Teaching and support staff.
- Students.
- Parents, guardians and carers.
- Members of the external community and other external agencies.
- Stakeholders within the Catmose Campus.
- Federation governors.

## STRATEGIC DEVELOPMENT

Vice Principals will take a strategic lead on developments within the Federation, including but not limited to:

- Applications for new free schools.
- Initial teacher training provision within the MAT.
- Rutland Teaching Alliance.
- Additional support for Federation partners.

## STAFF DEVELOPMENT

Vice Principals will be committed to both their individual professional development and the development of the staff for which they have responsibility. This will include the following aspects:

- Leading in the induction of new staff.
- The coaching and mentoring staff as part of team line management or associated with specific individual responsibilities.
- Identifying individuals who need further support in order to carry out their duties effectively.
- Supporting the completion of specific individual professional development opportunities as identified through their performance management.
- Participation in the Federation's annual performance management scheme.

## OTHER DUTIES

Any other reasonable duties as requested by the Executive Principal.

## SALARY AND CONDITIONS OF SERVICE:

Conditions of service in the SLT Pay and Appraisal Policy.

## PERSONAL QUALITIES REQUIRED

<b>ESSENTIAL</b> (It is expected that the successful candidate will demonstrate <b>ALL</b> of these qualities)	<b>DESIRABLE</b> (It is expected that the successful candidate will demonstrate <b>SOME</b> of these qualities)	<b>EVIDENCE</b>
<b>QUALIFICATIONS</b> At least 2:1 honours degree QTS	NPQH Master's Degree (leadership)	Application form
<b>EXPERIENCE</b> Three years' experience of leading a subject area to demonstrable success with improving outcomes.  Two years' experience of leading an aspect of whole-school development to demonstrable success.  Curriculum improvement: <ul style="list-style-type: none"> <li>• Student intervention.</li> <li>• Student performance tracking.</li> <li>• Curriculum modelling.</li> <li>• Subject Timetabling.</li> </ul>	A current senior role of at least two years, as an Assistant Head Teacher or advanced skills teacher with a proven track record of success.  Human resource management: <ul style="list-style-type: none"> <li>• Staff performance.</li> <li>• Lesson observation.</li> <li>• Staff attendance.</li> <li>• Staff capability and disciplinary.</li> </ul> Pastoral: <ul style="list-style-type: none"> <li>• Safeguarding.</li> <li>• Student counselling and support.</li> <li>• The exclusion process.</li> <li>• Student admissions.</li> </ul> SEN: <ul style="list-style-type: none"> <li>• SENCO.</li> <li>• Statutory processes.</li> <li>• Safeguarding.</li> </ul> Curriculum Management: <ul style="list-style-type: none"> <li>• Timetabling.</li> </ul>	Application form, letter & Interview

	<ul style="list-style-type: none"> <li>Curriculum costing.</li> </ul> <p>Primary School Leadership.</p>	
<p><b>PERSONAL QUALITIES</b></p> <p><b>ESSENTIAL</b> An ambitious, resilient, hard-working and adaptable individual.</p> <p>A belief in treating students and staff as individuals: <b>Equal Value.</b></p> <p>A belief that all staff and students can be successful: <b>Outstanding Progress.</b></p> <p>A belief in putting students best interests ahead of one's own.</p> <p>A commitment to leading from the front; never expecting anything of others that you wouldn't be willing to do.</p> <p>An effective people manager who is able to bring about improvements in staff and student performance.</p>	<p><b>ALSO ESSENTIAL</b> A focus on achieving the best outcomes for the College.</p> <p>An imaginative leader who is able to creatively and efficiently manage resources to ensure success.</p> <p>An ability to convince others.</p> <p>A good listener who adapts their planning as a result of criticism, feedback and consultation.</p> <p>A team player able to work effectively with the existing SLT and other stakeholders from across the Catmose Federation.</p>	<p>Letter and interview</p>

### HOW TO APPLY:

- Complete the Federation application form.
- On the form clearly state the names, addresses, telephone and fax numbers, with e-mail address if available, of 2 professional referees, one of which should be your current Head Teacher; it is our usual practice to ask for references before shortlisting and always ask for references before interviews.
- A letter of not more than two sides of A4, 11 point text, outlining your experiences and personal attributes that would contribute to you meeting our requirements for this post.
- It is a condition of employment that you have a successful DBS check made, a health assessment is completed and that you can provide proof of identity and qualifications gained.
- You should send your application to Sophie Dawson, Assistant to the Principal, Catmose College, Huntsmans Drive, Oakham, LE15 6RP, [sdawson@catmosecollege.com](mailto:sdawson@catmosecollege.com)

The closing date is XXXXX. Interviews will be held on XXXXX.