

THE BUSHEY ACADEMY JOB DESCRIPTION AND PERSON SPECIFICATION

Vice Principal: Behaviour

The Academy Vision

The Bushey Academy is a learning focused community where happiness is derived from achievement and positive self-esteem. It is a place where individuals develop the confidence in themselves and the understanding of others around them to be active contributors to society. The innovative and individually targeted curriculum allows all students to succeed in their own areas of strength; the academy houses give everyone the chance to shine outside the classroom; and in all areas individual enterprise and endeavour are both expected and rewarded, ensuring that students and staff at the academy are 'proud to belong'.

Senior Leadership Team

Members of the Senior Leadership Team will at all times embody and promote the vision and ethos of the academy, leading by example, forming positive relationships with students and ensuring the self-esteem of students is not undermined by staff or other students. They will be proactive in ensuring situations of poor behaviour do not occur, modeling a non-confrontational approach to behaviour management, and will promote the perception of students as individuals served by the academy and its staff.

Members of the Senior Leadership Team will ensure routines are followed at all levels punctually, consistently and reliably. They will respect the principles of collective responsibility and confidentiality for all SLT decisions, and will maintain a visible presence around the site, and embodying the values of the academy at all times.

Job Description

Aims and main purpose of the job

- In partnership with the Principal, Trustees and Governors, to ensure that the aims of the academy are met
- To lead on whole school behaviour policies & systems
- To lead on all aspects of the academy's alternative curriculum provision
- In conjunction with the rest of the Senior Leadership Team, to provide strategic direction and day to day management for the academy

Key Areas of Responsibility

The Vice Principal will take responsibility for:

- Whole school behaviour policies and systems
- The academy's alternative curriculum
- Community liaison
- Ensuring the highest quality of teaching and learning provision throughout the academy
- Line management of 2 Subject Leads, 1 Head of Year, 2 Behaviour Mentors & 1 Isolation Room Manager
- Deputise for the Principal

Strategic Direction, Leadership, Planning and Development

The Vice-Principal will:

- Work with the Principal, Trust and Governors to develop and implement a strategic direction for the academy
- Maintain commitment to a shared vision for the academy which reflects its ethos and values
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures
- Evaluate rigorously aspects of the academy's work
- Ensure structures and systems are in place to maximise student potential
- Assist the Principal in the development and implementation of the academy's development plan and monitor and evaluate the effectiveness of related areas of the academy's provision
- Challenge under-performance at all levels, ensure corrective actions are implemented and outcomes evaluated for impact
- Ensure relevant school policies and procedures are in place, appropriate, encourage good practice and are consistently applied

Teaching and Learning

The Vice-Principal will:

- Ensure, in collaboration with the Assistant Principal: Teaching and Learning, the highest quality of teaching, learning and assessment practices throughout the academy
- Monitor, evaluate and develop the quality of teaching and student achievement
- Benchmark and set targets for continuous and sustained improvement
- Lead by example as a teacher (carrying out all duties as detailed in the Teachers' Terms and Conditions of Service Regulations) and as a senior leader, achieving high standards of student attainment and progress, behavior and motivation through effective teaching
- Identify students and groups who are underachieving and ensure suitable interventions are put in place to maximise outcomes and accelerate progress of key target groups, including the most able
- Ensure the timely collection and analysis of all school data, the production and management of the school timetable, and oversee the effective discharge of responsibilities related to data and examinations

Leading and Managing Staff and Students and Members of the Wider Academy Community

The Vice-Principal will:

- Lead, motivate, support, challenge and develop staff to carry out their roles to the highest standards
- Maintain a high profile around the academy, model exemplary practice in the management of student behaviour and promote a positive climate for learning
- Promote effective communication and good relationships with students, staff, governors, trustees, parents and the wider community through Parent Forums, Staff Forums, Parent Consultations and other related activities and events

Efficient and Effective Deployment of Resources

In line with the academy's development plan, the Vice Principal will:

- To support the Principal to set priorities for expenditure, allocate funds and ensure effective management and control of the budget
- To support the Principal to monitor and review resources to improve the quality of education and achievement, ensuring efficiency and value for money.

General

The Vice-Principal will:

- Attend meetings of the relevant Governors' and Trustees' committees
- Lead on the reporting of progress and achievement to governors, trustees, parents and other stakeholders as appropriate
- Keep self, governors and senior leaders informed of national developments impacting on curriculum provision and assessment, and proactively seek out opportunities to develop effective, creative and innovative practice
- Demonstrate a keen interest in all aspects of academy life and contribute positively to the 'Proud to Belong' ethos by actively promoting, upholding and embedding the ethos in all aspects of provision
- Take assemblies and carry out SLT duty responsibilities as required
- Develop and maintain a culture of high expectations of self and others
- Deputise in the absence of the Principal
- Undertake any other tasks reasonably requested by the Principal.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

This job description should be read in conjunction with the statutory requirements in the current version of the Academy Teachers' Pay and Conditions document.

Person Specification		
	Essential	Desirable
Qualifications and experience		
Good Honours Degree	✓	
Further relevant qualification (Masters, etc)		✓
QTS	✓	
Experience at Assistant Principal level or above	✓	
Evidence of further and relevant CPD		✓
Leadership experience in at least two schools		✓
Evidence of strategic planning leading to measurable improvement of whole school standards	✓	
Experience of working with external agencies/collaborating with others	✓	
Skills and knowledge		
An understanding of the role of Vice Principal and the ability to deputise for the Principal in case of his absence	✓	
Excellent classroom practitioner who can be a role model to others	✓	
An ability to contribute to the development and communication of the vision, whilst leading, motivating and delivering change	✓	
Experience of holding people to account effectively	✓	
The ability to work well in a team both as leader and member	✓	
The ability to think originally and creatively in analysing and resolving	✓	
Excellent rapport with students, staff, parents, governors and members of the wider school community	✓	
The ability to manage, analyse and use data to bring about school improvement and raise achievement	✓	
The ability to identify opportunities for improvement, whilst recognising existing good practice	✓	
The skills to model professionalism to all members of the school and the wider community	✓	
A knowledge of current educational legislation and its implementation	✓	
Highly credible and the ability to inspire confidence in others	✓	
An understanding of current funding regimes and developments		✓
Excellent ICT skills and vision for how new technologies can enhance teaching and learning		✓
Outstanding communication skills – using both written and oral presentations – for formal and informal occasions or circumstances	✓	
Flexibility and a readiness to undertake a wide range of responsibilities	✓	
Energy, enthusiasm, emotional intelligence and a positive attitude	✓	
Willingness to participate in the extra-curricular life of the school	✓	
The ability to motivate, encourage and inspire staff and the whole	✓	
A commitment to the academy ethos and the students we serve	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training and keep up-to-date with changes and developments in good practice	✓	
An awareness of and adherence to relevant regulations and legislation, GDPR, and safeguarding requirements, and a commitment to equality of opportunity	✓	



Excellent punctuality and professional conduct	✓	
Excellent teacher skills with very strong subject knowledge	✓	
The ability to think clearly & work effectively under pressure	✓	
List 99/DBS Disclosure	✓	