

Job Description Vice Principal for Teaching and Learning	
Department	Teaching and Learning/Curriculum
Post Title:	Vice Principal – Quality of Education
Salary Scale/Range	L17 – L21
Permanent/Fixed Term	Permanent
Posts Responsible to	Principal
Post Responsible For	Assistant Principal – Teaching & Learning, Assistant Principal – Curriculum & Assessment, Assistant Principal – Personal Development & Inclusion, Relevant Curriculum Leaders (as determined by structure)
Job Purpose:	
<p>The Vice Principal will provide strategic leadership for the Quality of Education across the school, ensuring that all students experience a high-quality curriculum, excellent teaching, effective assessment, and achieve the very best outcomes.</p> <p>The postholder will lead the school's educational strategy, driving continuous improvement in teaching and learning, curriculum design, assessment, staff development, and student achievement.</p> <p>Working closely with the Principal, they will play a pivotal role in shaping the school's vision and securing outstanding educational provision for all learners.</p> <p>The Vice Principal will line manage designated Assistant Principals and work collaboratively with curriculum leaders to ensure the highest standards of teaching, learning, and achievement are consistently achieved.</p> <p>To work in partnership with the Principal to:</p> <ul style="list-style-type: none"> • Contribute significantly to the strategic management of the School as a key leader within the SLT • Model outstanding classroom practice to others supporting workforce development • undertake leadership responsibilities which support the school's strategic direction alongside the oversight of the operational functioning of the school. 	

Key Accountabilities/Primary Responsibilities:
Duties that may be carried out in this role include, but are not limited to:
Key Responsibilities
<p>1. Strategic Leadership of Quality of Education</p> <ul style="list-style-type: none"> • Lead the strategic development, implementation, and evaluation of the school's Quality of Education. • Develop and communicate a clear vision for exceptional teaching, learning, curriculum, and assessment. • Drive continuous improvement in student achievement across all key stages.

- Ensure curriculum provision is ambitious, inclusive, and meets the needs of all learners.
- Lead whole-school improvement priorities relating to educational standards.

2. Teaching and Learning

- Lead the development of evidence-informed teaching and learning strategies.
- Establish and maintain a culture of high expectations and professional excellence.
- Monitor and evaluate the quality of teaching through an agreed programme of quality assurance.
- Lead instructional coaching and professional learning programmes.
- Ensure consistency in teaching standards across departments.

3. Curriculum Leadership

- Lead the strategic development and review of the curriculum.
- Ensure curriculum intent, implementation, and impact are clearly defined and effectively delivered.
- Promote curriculum coherence and progression across all key stages.
- Ensure curriculum pathways maximise student achievement and aspiration.
- Lead curriculum innovation and development in response to educational research and national priorities.

4. Assessment, Data and Outcomes

- Lead the development and implementation of assessment systems.
- Ensure data is used intelligently to improve teaching and learning.
- Monitor student progress and attainment across all groups.
- Lead intervention strategies designed to accelerate progress and close gaps.
- Oversee reporting systems and ensure effective communication of progress to students and parents.

5. Professional Development

- Lead the school's CPD strategy.
- Ensure professional learning is aligned with school improvement priorities.
- Support leadership development at all levels.
- Oversee induction programmes for new staff, Early Career Teachers, and trainee teachers.
- Promote a culture of continuous professional growth.

6. Quality Assurance

- Lead the school's quality assurance framework.
- Monitor standards through lesson visits, work scrutiny, curriculum reviews, and student voice.
- Support middle leaders to evaluate and improve departmental performance.
- Ensure robust self-evaluation informs school improvement planning.

7. Leadership and Management

- Line manage designated Assistant Principals and curriculum leaders.
- Support the Principal in the leadership and management of the school.
- Contribute to strategic planning and school improvement.
- Deputise for the Principal when required.
- Lead whole-school initiatives and projects as directed by the Principal.
- Contribute to recruitment and selection of teaching and support staff;
- Appraise staff effectively and secure bespoke staff development;
- Contribute to the monitoring of the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control;
- Monitor and evaluate overall provision for value for money;

Accountability

The Vice Principal will be accountable for:

- Quality of Education
- Teaching and Learning
- Curriculum Design and Development
- Assessment and Outcomes
- Staff Professional Development
- Educational Standards
- Quality Assurance Processes
- Student Achievement

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Vice Principal are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- The Vice Principal will be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The Vice Principal is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.
- The Vice Principal must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.

Data Protection & Confidentiality

- The Vice Principal is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the Vice Principal has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Vice Principal is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Vice Principal has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Vice Principal must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

This job description is reviewed on a regular basis at the time of the annual performance review to ensure it is accurately reflects the role being undertaken.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.