

**Vice Principal (RAISING STANDARDS, CURRICULUM & QUALITY ASSURANCE)**

**JOB DESCRIPTION**

**Post title: Vice Principal (Raising Standards, Curriculum & Quality Assurance)**

**Pay Scale: L17-21**

**School Information**

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. In September 2009, Assumption became a Specialist School for Music with Physical Education. Pupil enrolment is 840.

The school offers a full range of state of the art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption almost 90 years ago. Since 2019, the school has been under the trusteeship of the Assumption School Trust.

The whole staff and community work as one team which embraces the school’s “Fully Alive” ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils and fellow staff members.

**Purpose of the Post**

In Assumption Grammar School, we believe in the holistic nature of education, nurturing body, mind and spirit in accordance with our ‘Fully Alive’ ethos. The Vice Principal, alongside the Principal and the other Vice Principal, has a central role in promoting this. The Vice Principal has an essential leadership role within the school and will work with the Principal to shape the strategic direction and development of the school. The Vice Principal reports to, and is directly responsible to the Principal and through him to the Board of Governors.

The Governors are seeking to appoint a person who can lead, guide and inspire staff and pupils and who, as far as possible, personifies the school’s ethos and values. The Postholder will be a dedicated Vice Principal who will be committed to the care, well-being and success of all in the community of Assumption Grammar School. The Postholder will promote the distinctive Catholic ethos of the school thus facilitating the full development and potential of all pupils and staff. The Postholder will continue to support our Trustees, and the missionary work of the Sisters of the Assumption and ensure that their founding vision and spirit remains at the core of everything we do. The Vice Principal will be committed to vigorously promoting the school aims, values and mission as stated in the School Aims and ‘Fully Alive: Education in Assumption Schools’.

The successful applicant will already have a successful track record in relation to school leadership. The Postholder will have breadth of vision and proven academic, managerial, leadership and organisational ability. The Postholder will have excellent communication skills and will demonstrate enthusiasm, good judgment, loyalty and a positive attitude in developing an atmosphere in which everyone in the school is and feels involved and valued. The Vice Principal will lead by example and will have the ability and initiative to motivate staff and students, promote teamwork, maintain good interpersonal relationships at all levels and to deal with conflict situations.

In addition to carrying out the professional duties of a teacher, the Vice Principal is required to work with the Principal and, as required, with the other Vice Principal in managing the school, raising standards and taking responsibility for teaching and learning throughout the school. The Postholder will take the lead role in all School Development Planning aspects of school life and ensure that the culture of self-evaluation is promoted and monitored by effective quality assurance mechanisms.

The post requires considerable time commitment and flexibility. The successful candidate must be prepared to be present at all important school functions and to carry out a range of professional duties and routine tasks to ensure the smooth running of the school. The Postholder must be available outside the normal working hours of the school day e.g. the Vice Principal will be required to attend after-school meetings, evening meetings/functions and occasional weekend events. Attendance in the days immediately after the commencement of the summer holidays and during the month of August as required.

**Key Responsibilities**

**The Vice Principal will:**

Lead all School Development Planning and Self Evaluation exercises.

Lead all ETI Inspections and any other external inspections, for example, Examination Awarding Bodies Inspections and ensure the school is compliant with all inspectorate related documentation from inception to end reporting points e.g. Leadership Team / Board of Governors / Trustees.

Provide effective leadership for whole school academic quality and standards. This includes high level data analysis and quality assurance of departmental performance on an annual basis, in consultation with Heads of Department and production of the Self-Evaluation Report and Priorities for Action Plan.

Ensure all sector developments/government education and training policies are reflected as appropriate in the school’s curriculum offer e.g Curriculum Policy, Teaching & Learning Policy, Quality and Standards etc.

Provide effective and inspirational people leadership, acting with purpose and integrity at all times; and ensuring the academic/skills profile of staff fully meets the current and planned needs of the school.

Ensure the student academic experience is in keeping with externally benchmarked sector leading Best Practice.

In conjunction with the Director of Professional Services, ensure appropriate resources are in place to meet the needs of a current, responsive and sustainable curriculum.

In conjunction with the Leadership Team and designated lead member of staff, discharge and manage all curriculum related matters, for example, departmental related matters, timetabling (Nova T6), cover, assessment, examinations, PRSD, CEIAG and industry links etc.

Ensure curriculum leaders / Heads of Department and teaching staff access and use the Performance Data in place (SIMS etc) to measure and monitor the performance of all aspects and dimensions of the curriculum delivery.

Student Progression;

Student Achievement;

Identification of Need Process;

Student Retention;

Staff Professional Development;

Staff Profiles/Qualifications, etc.

Effective Staff Training on Staff Days

Deputise for the Principal at external events and represent the school to maintain and develop effective links with the business community and employers, schools, local authorities, the local community, external academic and professional bodies, the media and the appropriate government departments and agencies.

Provide authoritative advice and guidance on curriculum, quality and standards to the Board of Governors.

Engage with a range of key external stakeholders and partners, so as to position Assumption Grammar at the forefront of regional and national developments in education, training, skills and career opportunities.

Provide positive and people responsive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the school and the achievement and maintenance of high standards and performance.

Maintain up-to-date knowledge of the sector developments relevant to the remit of the role/position, act in accordance with best practice and provide professional advice, based upon same.

**General Responsibilities**

The Vice Principal, in collaboration with the other Vice Principal, shall:

* Promote the Catholic ethos of the school and its distinctive Assumption spirit ‘Fully Alive’;
* Undertake any professional duty of the Principal which may be delegated to the Postholder by the Principal;
* Oversee the day-to-day leadership and management of the school;
* Co-ordinate and lead the senior members of staff;
* Under the guidance of the Principal, take responsibility for devising, implementing and evaluating school policies;
* Be available to meet with the Principal at the beginning and end of each day to discuss arrangements and address tasks that may arise on a daily basis;
* Be available, by previous agreement with the Principal, and should emergencies arise, during holiday periods, to assist with planning and administration;
* Take a lead role in whole school events;
* Take a lead role in any critical incidents/crisis that the school may face;
* Be actively involved in the supervision of pupils especially in the following areas:
  + Daily arrival and departure from the school;
  + Movement to and from Assemblies etc. and between classes;
  + At break and lunchtime in all areas of the school;
* Maintain good interpersonal relationships with pupils, staff, parents and external agencies;
* Take a lead role in all aspects of community-based development activities;
* Oversee the promotion of positive behaviour according to the policy determined by the Board of Governors;
* Conduct pupil interviews and write references, including UCAS references, as required;
* Take a lead role in developing staff well-being issues within school and to ensure that the staff voice is taken into consideration;
* Lead the promotion of Continuous Professional Development and effective planning of Staff Days;
* In consultation with the Principal, ensure the effective deployment of staff and resources, for example, substitute teachers, student teachers etc.
* Undertake the duties of the Principal in his absence.

After appointment, the Principal will, in consultation with the Postholder, assign specific responsibilities from the following areas which the Postholder will be expected to lead effectively:

* Effective Leadership
* Child Centred Provision
* High Quality Learning & Teaching
* A School Connected to its Community
* Other Administrative Duties

The Postholder will have a teaching allocation of 15 periods per week.

**NOTE 1**

As the needs of the school change and expand to meet ongoing educational change, the above duties may be amended after consultation with the post holder.

It is possible that, when the Vice Principal has been appointed, some changes in the above duties may be made. Such changes would be those which would be in the best interest of the school, acceptable to the Principal and agreed with the Vice Principal.

The job description is neither definitive nor restrictive. It should be read in conjunction with the Personnel Specification. There will be a need for flexibility as changes occur within the school and especially within the Senior Leadership Team. Moreover, the Vice Principal will be expected to undertake duties beyond his/her precise area of responsibility enabling him/her to take full responsibility when necessary or during emergencies.

**NOTE 2 – Completion of Application Form**

Candidates should show explicitly in the Application Form how they consider that they would meet all the criteria of the Personnel Specification.

The Application Form should be fully completed, signed by the applicant and forwarded to the Correspondent to the Board of Governors, through the Principal’s PA, to arrive not later than the stated closing time and date. Late applications will not be accepted. The responsibility for ensuring that Application Forms are received rests solely with the applicant.

Assumption Grammar School is an equal opportunities employer. The Board of Governors reserves the right to interview only those applicants who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post.

**PERSONNEL SPECIFICATION**

The Board of Governors is seeking to appoint an applicant who will have commitment to Assumption Grammar School and who will be prepared to make a significant contribution to the life of the school and to the development of its ethos. In particular, the Postholder will have the following:

**Essential**

Qualifications

* Qualified teacher status and registered with GTCNI.
* A university degree (2:2 or above) or equivalent which incorporates a subject currently included in the school’s curriculum.

Experience gained by 31 August 2022

* At least 8 years’ experience of teaching and/or education within the last 12 years in a recognised post primary school or equivalent.
* In a promoted post carrying at least 2 responsibility points or equivalent.
* Experience of leading a curricular area in a school environment.

**Desirable**

* Experience of leading at a Senior Level in the school context (ie as a Senior Teacher).
* Experience of leading curriculum design and construction.
* Experience of leading either timetabling, examinations or assessment.

**Essential**

Professional Knowledge and Skills

* Sound knowledge of all curricular issues.
* Proven and successful teaching experience in subjects relevant to the needs of the school.
* High level experience in Data Analysis, both quantitative and qualitative.
* High level experience in the use of SIMS inc Nova T6.

Experience which demonstrates

* Good organisational and management skills.
* Ability to work productively and co-operatively in a team.
* High level communication and presentational skills.
* Ability to motivate and inspire others.
* Conflict resolution skills.

Qualities

* Commitment to the aims and values of Catholic education.
* Loyalty to the distinctive Assumption ethos and management of the school.
* Self reliance/resilience and ability to cope with pressure.
* Excellent interpersonal skills.
* Flexible disposition – able to influence and effect necessary change for the good of the school.
* Willingness to give the post the time required to effectively fulfil its duties.

*November 2021*