



DAY WATERMAN COLLEGE

Job description for Vice Principal (Academics)

Reviewed:	October 2021
Approved by:	The Principal
Date approved:	November 2021
Next Review Date	August 2023
Person Responsible	Principal

This document is to be reviewed annually and updated as often as necessary.

Job Title: Vice Principal (Academics)

Reporting to: Principal/The Governing Body

Job Overview

The Vice Principal Academics reports directly to the Principal and the School Board. The job holder can be asked to act in the Principal's stead when absent from School.

The Vice Principal Academics supports the Principal in exercising quality leadership within the DWC community.

The job holder works as a member of the Senior Leadership Team (SLT) and is responsible for the leadership of Curriculum Leaders, Exam Officer, School Timetabler, Teachers and other leadership responsibilities as allocated by the principal

Key responsibilities and capabilities:

LEADERSHIP AND STRATEGIC ROLE

- Hold a role on the SLT and responsible for the strategic development of all aspects of students' academic achievement and development at Day Waterman College, taking a lead in the development of the academics elements of the School Strategic Plan and reporting to the Principal
- Keep abreast of the current research, trends and issues relevant to the academic development and achievement of students within DWC
- Contribute to discussion on school wide issues and work with the Principal in developing school policies and strategies in line with current best practices
- Be responsible for drafting and presenting papers to the SLT and the Board, including the writing of policies for sharing within DWC and with Board members.
- Liaise with relevant organisations such as Council of British International Schools (COBIS), British Council, etc. and maintain links with other schools and organisation to ensure DWC remains briefed on developments within academic areas.
- To support the wider life of the school through attendance at events within the school's cultural, sporting and religious programmes
- Actively promote the college and liaise with outside agencies as necessary, representing the Principal, the college and the Governing Board as appropriate

TEACHING AND LEARNING

- Develop the curriculum model, lead on options and careers
- Supervise the Director of studies in the creation of the college timetable annually.
- Ensure that learning is at the centre of strategic planning and resource management.
- Responsible for strategic review of academic systems within DWC and be responsible for the implementation of new developments following assessment of need and consultation with stakeholders
- Promote effective teaching and learning practices across the school.
- Be responsible for the leadership of the academic and non-academic staff within the college
- Maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.
- Assist the Principal in supporting the monitoring and evaluation of teaching and learning across the school

- Provide clear and inspirational leadership on all academic issues, ensuring that teaching and learning is excellent across the School.
- Maintain a consistent and continuous college wide focus on student achievement, using data and benchmarks to monitor progress in learning.
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.

BEHAVIOUR AND DISCIPLINE

- Be responsible for matters of good behaviour and discipline among students
- Oversee the behaviour management procedures within the school; to oversee their review when necessary and to be responsible for the effective introduction of any appropriate changes in consultation with Vice Principal, Pastoral
- Promote a consistent approach in leadership of teams and support other members of the Leadership Team as is required.

SAFEGUARDING AND COMPLIANCE

- Promote and safeguard the welfare of children and young people within the school community
- Have significant involvement in safeguarding and child protection issues
- Have oversight of all school policies

RESOURCING

- Champion strategic resource planning
- Identification and development of key talents within DWC
- Liaise with curriculum leaders to identify staff needs, strengths and weaknesses with support and improvement measures put in place
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Manage the annual appraisal/performance development cycle of all academic staff

ROLES WITH STAFF AND PARENTS

- Act as an adviser and confidante in support of the staff, whilst taking responsibility for the maintenance of standards of discipline amongst staff
- To be involved in all academic and pastoral staff appointments
- Work closely with parents, referring serious issues to the Principal as necessary

SCHOOL WIDE RESPONSIBILITIES

- Carry out the school wide responsibilities which lies with a member of the SLT
- Promote effective links between school and the local community
- Carry out teaching duties as required
- Be courteous to colleagues and provide a welcoming environment to visitors and parents
- Ensure that, within an autonomous culture, policies and practices take account of British and local circumstances, requirements, and initiatives.
- Ensure learning experiences for students are integrated with the wider community
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional, and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the college to enrich the college and its value to the wider community.

MARKETING AND PUBLICITY

- Ensure that all areas of the school's website are regularly reviewed; information presented is both current and relevant.
- Supervise the production of the school brochure.
- Seek out opportunities to raise the school's profile locally, regionally and nationally by ensuring the school's representation at and participation in key events and initiatives.
- To ensure that every opportunity is taken to advertise entry to the school as appropriate.
- Support the Principal in the promotion of the school to prospective parents and students
- Lead the scholarship scheme

DEVELOPING SELF AND WORKING WITH OTHERS

- Regularly review own practice, set personal targets, and take responsibility for own personal development.
- Treat people equitably and with dignity and respect to create and maintain a positive college culture.
- Ensure clear delegation of appropriate tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support, and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Up to date knowledge of statutory regulations and guidance relating to the post
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- Manage own workload and that of others to allow an appropriate work/life balance.

The post holder will also:

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
- Demonstrate day to day commitment to the College's vision – towards surpassing the most demanding standards available anywhere in the world.
- Be required to carry out such reasonable additional duties as may from time to time be determined by the Principal/Governing Body.
- Participate in the College's Performance Management process and attend training and development as appropriate to the role.
- Be mindful of the need to ensure all students receive a high level of care and discipline at all times.
- Promote the good name of the College through conduct towards students and parents, and attendance at College events.

Accommodation

- Accommodation is provided for the better performance of the Vice Principal (Academics) duties.

Person Specification

Essential

- Qualified teacher status or recognised equivalent.
- Involvement in / interest in pursuing further professional development as a school leader
- Recent experience of working successfully as a senior or middle leader in a School
- Experience of turning policy into effective and successful practice
- Leadership of a significant area or phase or inclusion
- The ability analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action
- The ability to review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements

- Experience in leading and managing a school team/s to successfully achieve agreed goals
- An effective team player that works collaboratively and effectively with others
- Able to develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate)
- Able to communicate effectively to a wide range of audiences
- Support, motivate and inspire both colleagues and pupils by leading through example
- Deal successfully with situations that may include tackling difficult situations and conflict resolution
- Understand, uphold and put into practice the requirement to safeguard and promote the welfare of children
- ICT literate

Desirable

- Higher Degree / Further studies qualification.
- Evidence of a whole school responsibility with a measurable, positive impact
- Working successfully with external agencies
- Evidence of successful leadership of a curriculum area, with quantifiable results.
- A sense of humour/enthusiasm and an interest in young people is essential.
- The ability to use tact and discretion.
- The ability to trouble-shoot calmly and effectively
- A basic ability to use ICT (e.g. following appropriate e-mail protocol, and using the school's information management system) is essential
- Sound I.T. skills using Microsoft Office programs
- Previous experience in a boarding or residential environment working with young people

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead.

By signing this document, I have received a copy of this job description and have read and understand its contents. I understand that this job description is not intended to be an exhaustive list of all job duties, responsibilities or qualifications associated with the job.

Employee: -----

Signature & Date: -----

Principal: -----

Signature & Date: -----