**COPLESTON HIGH SCHOOL**

**Job Description – Teaching Staff**

**Staff on the Leadership Spine**

**Post Title: Vice Principal – Curriculum Intent and Implementation**

**Grade: L17 to L21**

**Post Holder:**

**Reporting to: Principal**

This job description includes the core elements of the job description prepared for all staff on the Leadership Spine. Year on year targets relating to the specific posts will be agreed in an annual dialogue with the Principal. Success criteria will be established and progress against targets will be reviewed on a regular basis. The responsibilities outlined below are similar to Teaching and Learning Responsibilities but exercised at a different level.

For Vice Principals and Assistant Principals, position on the Leadership Spine will reflect the critical co-ordinating role the post holder has in relation to the management structure of the school.

Core purpose

* To raise achievement and enable others to raise achievement
* To model the values and vision of the school (i.e. to actively promote ethos)
* To lead in the process of self and school evaluation and take a strategic view to ensure school improvement
* To use professional skills to ensure the delivery of high-quality teaching and learning in their own teaching and in the work of others
* To lead, develop and enhance the teaching practice of others
* To have line management responsibility for a significant number of people
* Liaise with safeguarding officers in accordance with school policy if and when appropriate
* Ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress
* Oversight of Teaching and Learning / Curriculum bulletins
* Oversight of school website
* Oversee the development of student leadership within 11-16 and post 16 age ranges
* Ongoing middle leaders meetings and teaching and learning forums
* Lead on development of coaching programme for staff
* To ensure the implementation of school vision for culture and diversity across the curriculum
* To ensure the implementation of school vision for cultural capital across the curriculum
* To ensure the implementation of school vision for reading, writing and oracy across the curriculum
* To work with colleagues on Extended Leadership group to drive forward the school vision as indicated by the six pillars
* To service the Governors’ Education Standards Committee
* To ensure Pupil Premium and catch-up funding is applied to have maximum impact and the information on the school website is regularly updated
* To model the expectations of colleagues by undertaking regular climate and learning walks, and challenge colleagues if they do not fulfil this requirement

Management

* To line manage other senior leaders and take responsibility for ensuring the culture and ethos across the school is of a high quality in lessons and during student social time
* To manage the school effectively and efficiently on a daily basis
* To prioritise, plan and organise staff
* To make a major contribution to school policy development
* To implement change
* To challenge poor performance
* To develop strategies for improved performance
* To establish and sustain effective structures and systems
* To ensure a safe, secure and healthy environment for students and staff
* Line Manage Sixth Form

Leading Teaching and Learning

* To develop strategies for raising achievement and achieving excellence
* To lead in the use and application of new and emerging technologies to support teaching
* To ensure inclusive policies
* To lead in the management of behaviour and attendance policies to ensure educational progress
* To lead in the use of performance management systems
* To lead in the use of monitoring and evaluation systems
* To lead in the use of performance data (such as prior attainment data, exam analysis etc)
* To demonstrate a personal enthusiasm for learning

Shaping the Future

* To inspire, motivate and empower others
* To be creative and innovative
* To set challenging, achievable targets for the school
* To be aware of, and knowledgeable about, local and national initiatives pertaining to education
* To be effective in communicating change to staff
* To think strategically and adopt a strategic role in shaping change

Professional Growth

* To recognise the inter-connection between managing performance, professional development and sustained school improvement
* To maintain a commitment to personal professional growth, with a view to improving personal performance
* To adopt strategies to promote the professional growth of others
* To lead in the use and development of performance management systems within the school
* To ensure effective working relationships within the school
* To manage conflict
* To give and receive feedback and to act to improve performance

Duties and responsibilities of the role

**General responsibilities as a member of the senior management team**

To work with the Senior Management Team to lead and manage the school. The general responsibilities of the role are as follows:

* To undertake an appropriate programme of teaching in accordance with the duties of the Vice Principal – Curriculum Intent and Implementation
* To oversee the creation and maintenance of all relevant policies and to update

accompanying handbooks, the staff handbook and other literature for the website,

where they relate to the curriculum, assessment and reports

* To contribute to the effective management of the school as a member of the Senior Leadership Team in all matters relating to individual areas of responsibility
* To implement School Policies and Procedures e.g. Equality and Diversity, Health and Safety, Safeguarding etc.
* To support, sustain and develop the ethos of the school
* To ensure the compliance of school policies and practices with relevant legislation, funding body requirements, the schools Instruments and Articles of Governance and Financial regulations
* To carry out the Performance Management of staff as required
* To assist the Principal in the recruitment, selection, deployment and disciplining of staff
* To assist the Senior Leadership Team in planning and organising marketing, recruitment and enrolment
* To take responsibility and oversight of the Curriculum elements of the school Student Planner ensuring that they are timely and appropriate
* To attend meetings in accordance with the school meetings schedule and any other meetings the Principal requests
* Take on senior link line management responsibilities for a number of departments, year groups and potentially administrative areas
* Deputising for other members of the senior team as appropriate
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* Providing a visible presence to support staff, students, parents and the local community as required.
* Carrying out performance management of key leaders.
* Advising and reporting to the Principal as required.
* To perform other duties determined in discussion with the Principal.
* Contribute towards the schools Self Evaluation Form (SEF), School Development Plan (SDP) and Raising Achievement Plans (RAPs).
* Developing close productive and purposeful relationships between the school, key stakeholders and the local community.
* To make a significant contribution to a more specific whole school responsibility, as determined.
* Demonstrate leadership by setting an example in interpersonal relationships with staff and students.
* Develop a culture and ethos of challenge and support where all students can achieve

success and become engaged in their own learning.

* Demonstrate and articulate high expectations for all HODs and staff.
* Have a visible presence in the school and support pastoral care throughout the

day including playing a leading role in duty teams at the start and end of the school

day, break and any other activities or events where a leadership team presence is desirable.

* Lead assemblies where appropriate.
* To lead and chair meetings and attend other meetings where appropriate.
* To maintain and update comprehensive records.
* To play a major role in formulating the ongoing priorities for improvement of the school.
* To develop links with other schools, colleges and learning providers as appropriate.
* To assist in the implementation of effective procedures to support staff who are underperforming.
* To ensure the appropriate standards of care among students and staff in relation to the school environment.
* To advise on future needs in relation to staffing, resource and accommodation as appropriate.
* To provide written reports and other information as required.

Identified responsibilities as Vice Principal

Curriculum Design

* To work with all departments, Year teams and Task Groups in production of documents relating to Curriculum Intent and Implementation
* To lead and manage the school’s curriculum plan ensuring consistency, sequency and progression within and across Key Stages
* To oversee the school website including any of the curriculum updates and the development of appropriate VLE (e.g. One Drive)
* To ensure strategies to develop memory skills are embedded in relevant lessons.
* To ensure that curriculum provision is responsive, appropriate and meets the needs of the student body and of the requirements of external assessment and regulatory bodies
* To assist the Principal in directing the deployment of human and physical resources to support excellent and successful teaching, learning and assessment
* To foster a Curriculum and learning culture that is supportive, innovative and responsive to the needs of students
* To oversee and take a lead role in the planning, timetabling and day to day management of the Curriculum and ensure that delivery is cost effective. This will be done with the Director of Finance and the school timetabler
* To oversee the school’s timetabling process with support provided for the actual administration of the role via the school timetable and data manager.
* To develop and implement strategies, policies and procedures relating to Curriculum, including timetabling and linearity; to monitor compliance across these areas
* To strategically lead on SMSC and promoting British Values to all our students;
* To strategically support the oversight of equality, diversity, inclusion and wellbeing for students across the school
* To work with subject Leads and Heads of Year 8 and 9 in overseeing the KS4 Pathways Programme.
* To work with subject leads and the Director of Sixth form in overseeing the KS5 Pathways programme.
* To promote and embed the use of new technologies and other successful and innovative practices in Teaching, Learning and Assessment including the school’s approach to AI.
* To liaise with all stakeholders and partners including parents, local schools, higher education, industry and awarding bodies in order to help bring the curriculum to life.
* To support the dissemination of Teaching and Learning and Curriculum documents at Information Evening meetings for parents of different year groups at the beginning of the academic year. To also support this at appropriate and relevant times during the course of the year e.g. Options Evenings.

Teaching and Learning / Pedagogy

* To lead on the development of whole school literacy and numeracy. This will include an oversight of the whole school CPD associated with this.
* To ensure that literacy and numeracy are a focus for students of all abilities and that the Stretch and Challenge agenda is also met in regard to these.
* To lead/oversee curriculum development of retention and retrieval skills across the curriculum, including the development of appropriate resources.
* To disseminate new and existing research based strategies that improve student learning.
* To support teachers in creating appropriate resources and tasks to enhance learning.
* To fulfil a negotiated teaching commitment and be an excellent classroom practitioner
* To be responsible for the development and promotion of the school’s Teaching, Learning and Assessment strategy including the dissemination and implementation of the Teaching and Learning handbook.
* Set clear expectations to students and staff of high standards of teaching and learning and behaviour
* To have challenging but supportive conversations where it is clear there are teacher gaps in the implementation of our lesson framework.
* To coordinate visits to high performing schools for SMT, Subject Leads and Teachers to support whole school improvements in teaching.

Assessment and Feedback

* To support departments to develop focussed/robust assessments and structured teaching to maximum impact so that targets for improvement are integral to feedback and that assessment information is used for the recording and reporting on the progress of students.
* To oversee the use of the Satchel to promote the delivery of on-line homework
* To lead and develop systems to gain feedback from parents about student experiences;
* To facilitate the use of learner feedback to improve the quality of Teaching, Learning and Assessment
* To ensure robust assessment is integral across the school, that targets for improvement are integral to feedback and that assessment information is used for the recording and reporting on the progress of students
* To support the development of monitoring and reporting cycles (with the Vice Principal – Data and Achievement) so that there is a timely, transparent process for quality improvement
* Work with the Heads of Department to ensure that the assessment policy of the school fully conforms to the requirements of examining and/or validating bodies
* To identify students who are under-achieving, working and consulting with teachers to remedy the situation and provide appropriate interventions.

Continuing Professional Development

* To organise, share and disseminate (via Middle Leader meetings, Teaching and Learning forums, whole school CPD, newsletters/emails) excellent practice in the use of the Curriculum Intent and Implementation with particular focus on the key strategies identified by the school.
* To take a lead in an approach for whole school coaching that will drive forward a consistency of curriculum implementation strategies at the school.
* To work with the school coaches in order to support consistent curriculum implementations across the school.
* To give guidance, instruction and support to teachers in ways they can improve their pedagogy.
* To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice.
* To oversee the programme for Wednesday afternoon CPD sessions for staff.
* To quality assure that there is a focus on individual teacher CPD requirements from the Performance Management process
* To take overall responsibility for whole school teaching and learning within the school and ensure there are appropriate CPD packages which will complement the school vision
* To work with colleagues to support an effective professional development programme for newly and recently qualified teachers

Quality Assurance

* To contribute to the improvement of student’s standards and outcomes through monitoring the impact of curriculum provision in subject areas via the departmental dashboard.
* To lead the Curriculum through the Heads of Department together with the other Curriculum support structures
* To work to maintain and promote an effective and consistent management and communication strategy for all areas of the Curriculum ensuring that the impact of any changes are evaluated
* To ensure that Curriculum areas meet targets related to achievement, retention, attendance and Progress 8 / Value Added
* To oversee the delivery of the school’s Departmental Dashboard with associated online partner related to the Curriculum
* To lead on identifying and tackling under-performing subjects and staff
* To develop and promote the sharing of good practice across teaching departments and to sustain a shared commitment to continuous improvement, including the further embedding of feedback reviews, book looks and departmental Learning walks
* To reduce variation in the quality of Teaching, Learning and Assessment
* Monitor quality of teaching and learning through departmental reviews, book reviews,

lesson observations, learning walks, student feedback, assessment data and self-evaluation

Wider Curriculum Responsibilities

* To attend, report to and keep informed, the Governor’s Education and Standards Committee
* To complete the curriculum documentation for the Full Governors Report
* To represent Copleston High School at any Trust level curriculum meetings.
* To disseminate information from meetings of the SMT
* To co-ordinate and run any Teaching and Learning Forums/Middle Leader meetings.
* To attend Governor meetings and report to committees as required
* To take the lead role in implementing the educational philosophy of the school and to promote a culture of best practice

Any additional whole school responsibilities will be negotiated with the post holder.

This post will demand high standards and be committed to meeting the needs of all students. You will have the ability to thrive in a pressurised environment, have excellent time management skills and be able to retain a sense of humour. Underpinning the role will be the determination to ensure that all pupils move forward in relation to their age and ability.

This Job Description is subject to periodic review and amendment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

In addition to the above, the post holder is expected to:

* undertake any other duty as specified by STPCD not mentioned in the above
* participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
* comply with the school’s Health and Safety Policy
* support the school in meeting its legal requirements for worship.
* promote actively the school’s corporate policies.
* be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

January 2025