



## Part of Waverley Education Foundation Trust

### JOB DESCRIPTION

**NAME:**

**SALARY:**

**JOB TITLE:** Vice Principal

**START DATE:** September 2026

**Note: The exact job description will be aligned to the skills of the successful candidate.**

#### **OVERALL RESPONSIBILITY:**

- To ensure that the colleges vision, values and mission are upheld.
- To be a member of the SLT and to contribute to the strategic development of Waverley Studio College as directed by the Principal.
- To deputise for the Principal as and when required.
- To ensure that all students and staff are safeguarded.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
  - 1) All students in our care make at least good progress and have the opportunity to fulfil their potential, regardless of their ability or background.
  - 2) Teaching is consistently good or outstanding

#### **CORE PURPOSE:**

- To provide a strong visible presence in and around the College throughout the day.
- To provide professional leadership and management for students, and the staff that prepare, deliver and support the learning experiences for these students
- To establish a culture that promotes excellence, equality and high expectations for all students by their staff, and by the students of themselves
- With the Principal and Senior Leadership Team to be responsible for evaluating Waverley Studio College's performance and to identify the priorities that will lead to continuous improvement and raising standards
- To ensure that resources are efficiently and effectively used to achieve the college's aims and objectives
- To be responsible for the day-to-day management leadership, organisation and administration of the college as directed by the Principal.
- To provide a strong empathetic approach in order to ensure an inclusive and supportive environment to enable students and staff to work creatively and successfully
- To be mindful of the wellbeing and mental health of students and staff

#### **General Leadership Team Responsibilities**

- To be able and prepared to deputise for the Principal in their absence
- To undertake Strategic Planning which will inform the planning which leads to continual improvement

- To undertake monitoring and evaluation functions (including internal faculty/departmental/key stage evaluations) To assist in the maintenance of good student discipline and to support staff, especially in dealing with sudden crises and emergencies.
- To attend meetings of the Senior Leadership Team and other college management meetings and external meetings as necessary.
- To foster and support extra-curricular and enrichment activities in the interest of the school and its community
- To attend meetings of the Governing Body when requested as an observer and to submit reports and give advice as requested.
- To lead on college assemblies.
- To be actively involved in college supervision before, after and at any point in the day.
- Deploy staff effectively in order to enable staff to achieve a good Work/Life balance

### **Specific Responsibilities**

#### **Shaping the Future**

- To work within the college community to translate the vision into agreed objectives and operational plans, which will promote and sustain college improvement
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Oversee all aspects of curriculum development; the curriculum offer, staffing and staffing forecasts, timetabling, options choices and the options process
- Ensure the smooth transition of students into year 10 and year 12
- Oversee whole school monitoring of teaching and learning, including Subject Audits. Organise and implement assessment, whole college data analysis and target setting.
- Ensure quality assurance policy and calendar are implemented and any subsequent follow up is actioned.
- Be responsible for the development and implementation of the curriculum, including oversight of the timetable and cover.
- Lead and manage, including recruitment and professional development.
- Be responsible for links between the College and the wider community.
- Be responsible for the links with other secondary schools, feeder schools and post-16 education.
- Hold oversight of the provision of EAL/SEND/Vulnerable students in respect of their curriculum offer
- Be responsible for the assessment cycle, collection of data and reporting to parents, including Parents' Evenings.
- Develop and deliver strategies that lead to a raising of attainment for students in key stage 4 and 5.

#### **Leading Learning and Teaching**

- To be an outstanding Teacher
- To ensure a consistent and continuous college-wide focus on student achievement, using data and benchmarks to monitor progress in every young person's learning
- To ensure that learning is at the centre of strategic planning and resource management including futures planning and ICT strategy.
- To ensure the Create framework is implemented across key stage 4 and 5
- To monitor, evaluate and review classroom practice and promote improvement strategies

### **Examinations/Assessments**

- Be the designated senior leader for the implementation of the current JCQ Regulations for Approved Centres ensuring that the school is fully compliant.
- Deputise for the Principal or Examinations Officer, in the absence of **either not** both member(s) of staff
- In conjunction with the Examination Officer, lead the overview of examinations for each examination session, including overseeing the start of each examination session
- Be responsible for the planning and implementation of sufficient number of invigilators
- Liaise with the SENCO for access arrangements
- Lead any investigations for any malpractice, maladministration or any other breaches to regulations, liaising with the Principal
- Plan the timetable for mock examinations
- Oversee the vocational assessment series and take on the role of Quality Nominee.

### **Developing Self and Working with Others**

- To treat people fairly, equitably and with dignity and respect in creating and maintaining a positive college culture
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams

### **Managing the Organisation**

- To create an organisational structure that reflects the College's values and enables the managements systems, structures and processes to work effectively in line with legal requirements
- To produce and implement improvement plans and policies for the development of the College and its facilities
- To help recruit, retain and deploy staff appropriately and manage their work load to achieve the vision and goals of the College.
- To implement successful performance management processes with all staff on the College site
- To ensure that the range, quality and use of all available resources is monitored and evaluated and reviewed to the quality of education for all students and provide value for money

### **Securing Accountability**

- To ensure that staff accountabilities are clearly defined understood and agreed and are subject to rigorous review and evaluation
- To be accountable to the Local Governing Body, Principal and Executive Principal in providing vision, leadership and direction for the school by ensuring that it is well managed and organised to meet its aims and targets
- To develop and present a coherent, understandable and account of the college's performance to a range of audiences including governors, parents and carers

### **Strengthening Community**

- To ensure a range of community-based learning activities
- To collaborate with other agencies in providing academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- To create and maintain strong, effective partnerships with parents and carers and the wider community, to support and improve students' achievement and personal development

- To contribute to the development of the educational system by, for example sharing effective practice, working with other schools and promoting innovative initiatives
- To work with relevant agencies to protect children.

### **Shared and Whole School Responsibilities**

All Vice Principals will have training and accreditation in:

- Safeguarding including Designated Senior Person (DSL)
- Safer Recruitment
- Mental Health First Aid

The Vice Principal will line manage Subject Leads and named support staff

### **Health and Safety**

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **General**

- 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 Trust in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the pupils in their charge.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The duties may be varied to meet the changing demands of the college at the reasonable discretion of the Principal
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

### **Line Manager**

The post holder will be responsible to the Principal.

**Review and Amendment**

This job description is normally subject to an annual review. It may be amended at the request of the Principal or post holder after consultation.

**Signed:** \_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Principal)

**Date:** \_\_\_\_\_