

Title:	Vice Principal	Salary:	Competitive	Contract:	Permanent
Responsible to:	The Principal	Responsible for:	Curriculum and Assessment		
<u>Mossbourne Federation</u>					
<p>The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.</p> <p>The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.</p> <p>The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).</p>					
<u>Mossbourne Victoria Park Academy</u>					
<p>At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all pupils in our care. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfill their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our pupils.</p>					
<u>The Senior Leadership Team</u>					
<p>From September 2019, the Senior Leadership Team will comprise:</p> <p>The Principal – school evaluation, school improvement, staffing, finance, chair of the Senior Leadership Team</p> <p>The Senior Vice Principal – admissions, transition, academy culture, chair of the Pastoral Team</p> <p>Vice Principal – Curriculum and Assessment, Co-chair of the Extended Leadership Team</p> <p>Vice Principal – Teaching, Learning & Professional Development, Co-chair of the Extended Leadership Team</p> <p>The Associate Vice Principals – The AVPs will often line-manage a learning area whilst leading on an important area of whole school business</p>					

The Curriculum and Assessment Role

Academic standards at Mossbourne Victoria Park are high. They are rooted in strong curriculum design, precise assessment and a constant focus on empowering our students to achieve the best possible outcomes. Now that the academy is full, we are looking for a Vice Principal to lead on these crucial aspects of academy life. The successful candidate will conduct a full review of the secondary curriculum and lead on any changes that are decided upon. In a national landscape of great interest in curriculum design, it is crucial that the Mossbourne Federation has a world-class curriculum offer. The successful candidate will also ensure that the way the academy assesses student progress and attainment is precise, easily communicated and appropriate.

Key Accountabilities

- As a member of the Senior Leadership Team you will be expected to play a leading role in driving forward the high standards for which Mossbourne is renowned;
- To support the Principal in setting the strategic direction of the academy, offering expertise and challenge in key decisions;
- To make sure the curriculum offer at Mossbourne Victoria Park is founded on clear principles, is coherent, relevant, aspirational and broad;
- To make sure assessment at Mossbourne Victoria Park is appropriate, accurate and meaningful for students, staff and parents;
- To co-chair the Extended Leadership Team (with the Vice Principal for Teaching, Learning and Professional Development) – chairing meetings and line-managing Heads of Learning Area;
- To take the lead role in raising the standards of achievement, attainment and behaviour across the Academy and in promoting the academy's ethos of high aspirations and outstanding performance in all areas;
- To set high standards of personal effectiveness, punctuality and attendance;
- To play an active role in the induction of new staff to the academy;
- To maintain the high standards of student behaviour around the Academy, leading by example and supporting junior colleagues when necessary;
- To model, in everything you do, the academy's values of courtesy, hard work and excellence;
- Promoting and being committed to the academy's aims and objectives and to implement Academy policies;
- To performance-manage, support and advise the Heads of Learning Area you line-manage;
- To play a lead role in the development and maintenance of the Academy's threshold application process and procedure;
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate;
- To keep abreast of developments in your learning area and ensure that these changes are implemented in the Academy;
- To undertake duties, including senior duties, as directed and in accordance with Academy expectations;

- To attend and support all Academy events, including concerts, parents' evenings and results days;
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<input type="checkbox"/> A proven track record of success in middle or senior leadership	✓	✓	✓
E	<input type="checkbox"/> Ability to critically evaluate strategies for school improvement and contribute effectively to strategic planning meetings	✓	✓	
E	<input type="checkbox"/> Ability to lead and manage a department	✓	✓	✓
E	<input type="checkbox"/> A track record of supporting staff in improving their practice	✓	✓	
E	<input type="checkbox"/> A track record of supporting students to achieve superb outcomes in your subject area	✓	✓	✓
E	<input type="checkbox"/> Ability to reflect on your own and student performance in lessons and adapt practice accordingly	✓		✓
E	<input type="checkbox"/> Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	✓		✓
E	<input type="checkbox"/> Effective planning, assessment and record keeping	✓	✓	
E	<input type="checkbox"/> Ability to work independently and as part of a team, contributing to INSETs		✓	
E	<input type="checkbox"/> Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		
E	<input type="checkbox"/> Excellent classroom management and efficient organisation of resources	✓	✓	✓

Qualifications				
E	<input type="checkbox"/> A good degree in a relevant subject	✓		✓
E	<input type="checkbox"/> Qualified Teacher Status (QTS)		✓	
IT knowledge				
D	<input type="checkbox"/> Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		✓	
D	<input type="checkbox"/> Ability to swiftly adapt to and utilise new/various systems/software		✓	
D	<input type="checkbox"/> Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		✓	✓
Behavioural Competencies				
E	<input type="checkbox"/> Ability to uphold and promote the core principles of the Academy	✓		✓
E	<input type="checkbox"/> The ability to critically evaluate strategies for school improvement and contribution effectively to strategic planning meetings	✓		✓
E	<input type="checkbox"/> Superb communication and interpersonal skills	✓		✓
E	<input type="checkbox"/> The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	✓	✓	
E	<input type="checkbox"/> Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard	✓		
E	<input type="checkbox"/> The upmost integrity and high levels of motivation and commitment.	✓		
E	<input type="checkbox"/> Proactive approach and efficient time management and prioritisation skills	✓		
E	<input type="checkbox"/> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	✓	✓	
Applicable to all staff				
E	<input type="checkbox"/> Undertake training as required to in order to fulfil the requirements of the role	✓	✓	✓

E	<input type="checkbox"/> Support Mossbourne’s efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne’s initiatives and findings	✓	✓	✓
E	<input type="checkbox"/> Play an active role in terms of Safeguarding all students and adults	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.