



Vice Principal – Quality of Education – Curriculum & Student Achievement
Recruitment Pack

Our Vision

Sydney Russell is a special place and staff and students alike are extremely proud of what we have created together over the years and continue to build as team. Our motto 'Together Everyone Achieves More' (TEAM) is about how we work together and support each other to unlock the potential of every child, challenge expectations and level the playing field to activate social mobility.

Our aims can be summed up in three words: Currency, Character and Culture. We want our young people to leave us with the qualifications that they need to succeed in later life. We want them to flourish as lifelong learners and through a range of enrichment opportunities be inspired and grow in confidence to achieve their aspirations.

These three words sum up the shared values that underpin every decision made and every policy implemented. At the heart of our success lies the skills and talents of our staff and their enthusiasm for their craft. At Sydney Russell we look to recruit and retain the very best staff who live our ethos each day. We recognise how much our staff give above and beyond – leading and supporting school performances, residential trips, charity days, sports fixtures, enrichment and revision sessions, all of which our students benefit greatly from.

Currency

Unlocking the potential of every child, challenging expectations and levelling the playing field is at the heart of what we do and who we are at the Sydney Russell School. To deliver a rich, ambitious, exciting and carefully crafted curriculum which leads to high academic performance and provides all our pupils with the currency they need to succeed in later life.



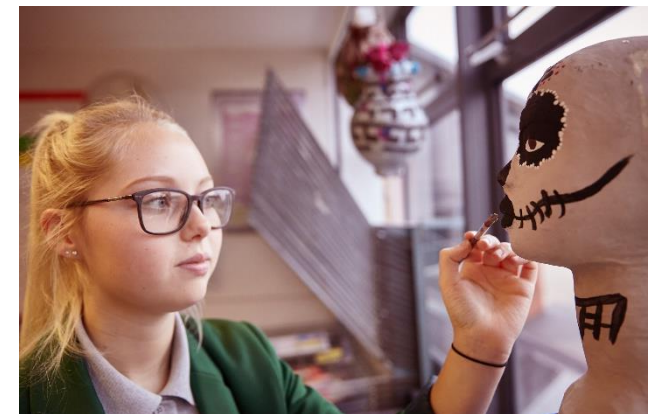
Culture

To build the cultural capital of our young people by providing diverse experiences often difficult for them to access at home or in the local community. We utilise a wide range of cultural opportunities to inspire our students to be the best they can be and remove barriers so they gain confidence to achieve their aspirations.



Character

To develop the character of our young people by creating opportunities to ensure our pupils flourish as lifelong learners. We create an atmosphere that hums with excitement, vibrancy and purpose, which fosters a love of learning and intellectual curiosity and promotes dignity, integrity, self-discipline and self-esteem.



Principal's Welcome

Welcome to the Sydney Russell School and thank you for expressing an interest in applying for the position of Vice Principal Quality of Education – Curriculum & Student Achievement.

Sydney Russell School, part of Partnership Learning Multi-Academy Trust, is a popular and over-subscribed school for students aged 4 – 18 years, with three form entry in the primary phase, twelve form entry in the secondary phase and over two hundred students in Sixth Form.

The school was judged 'Good' by Ofsted in 2021 and is one of the top four schools in the Local Authority on all key exam measures. The school has benefited from a £26 million rebuilding programme (2013) and has state of the art facilities.

Our expectations are high for both students and our staff - we expect exemplary behaviour from all students to ensure staff are able to concentrate on teaching at the highest level. You will find attached further details of the job description.

Our SRS values:

We value all;

We respect all;

We see the potential in all;

We have a strong sense of an entitlement to experience excellence & success for all;

We are all determined to do our best to be the best that we can be.

Our vision as a school is to unlock the potential of every child and level the playing field. Achieving this vision requires the full commitment of every member of our staff team and wider school community. If you share in this vision and want to be part of our mission to achieve the very best for our young people, I look forward to receiving your application and welcoming you to our school.



Clare Cross
Principal

The Sydney Russell School

Vice Principal Quality of Education – Curriculum & Student Achievement
Leadership scale (L22-L26) Start date: September 2025

The school seeks to appoint an inspirational leader to work alongside the Principal and the wider leadership team of our large all-through school. The Vice Principal (Quality of Education – Teaching, Learning & Assessment) will have a significant role in leading and creating the conditions for all our students to be successful and achieve their full potential.

The successful applicant must be able to demonstrate the highest standards of professional practice, including leadership of whole school initiatives, teams and areas for school improvement, as well as being a strong classroom practitioner with knowledge and experience of setting tasks for class, group and individual work, which challenge students and ensures high levels of student interest as well as ensuring the best possible outcomes.

In return we have excellent professional development opportunities, a strong induction process and outstanding mentoring support. We are school that works tirelessly to raise standards and invests in the development of both staff and students. The appointee will be committed to our high expectations and core values.

Staff benefit from innovative behaviour management structures which ensure that teachers can concentrate on teaching. All lessons take place in ability-banded groups to enable work to be efficiently targeted at the right level of challenge.

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

Interested applicants are welcome to visit the school for a tour and an informal meeting with the Principal on either Tuesday 25th February, Thursday 6th March or Friday 7th March. To book a visit please email recruitment@sydneyrussellschool.com

Closing date for applications: **Monday 10th March 2025**

Interviews will be held on **20th and 21st March 2025**.

The Sydney Russell School

JOB DESCRIPTION – VICE PRINCIPAL (VP) Quality of Education – Curriculum & Student Achievement

POSITION: Vice Principal (Quality of Education – Curriculum & Student Achievement)

SCALE: Leadership scale (L22-L26)

START: September 2025

Closing Date: Monday 10th March 2025. Interviews will be held on 20th and 21st March 2025.

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PURPOSE OF JOB:

The school seeks to appoint an inspirational leader to work alongside the Principal, Vice Principals and the wider leadership team of our large all-through school. The Vice Principal (Quality of Education – Curriculum & Student Achievement) will have a significant role in creating the conditions for all our students to be successful and achieve their full potential.

Key attributes

As a member of the Senior Leadership Team, the Vice Principal will:

- Be a dynamic and committed leader, driven by a passion for wanting to improve the life chances of young people.
- Be tireless in their pursuit for continual school improvement.
- Be a role model, setting high expectations for their own performance and that of others and assist with the setting and monitoring of professional standards.
- Support the Principal and governors in establishing and delivering the vision for the continued success and development of the school.
- Communicate the school's vision compellingly and support the Principal's strategic leadership.
- Build positive relationships with members of the school community, recognising and demonstrating that teamwork and communication are critical to this role, promoting a culture in which the views of all members of the school community are valued and considered.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and contributing to the identification of key areas of strength and weakness in the school.
- Keep up to date with developments and relevant research in education.
- Seek training and continuing professional development to meet own needs and professional learning.
- Attend governor meetings and present reports relating to areas of responsibilities.
- Support the Principal and SLT in the day-to-day management of the school.

Key Responsibilities:

Quality of Education – Curriculum & Student Achievement

- In conjunction with the wider Quality of Education team, evaluate the planning and sequencing of curriculum and assessments to ensure students gain the most relevant knowledge, skills and understanding in each subject.
- In conjunction with the Vice Principals (Teaching, Learning, Assessment & CPDL and Primary) and extended leadership team, ensure the implementation and impact of the curriculum aligns with the school's vision and the diversity of the school community, meeting the needs of all students, including those with SEND and those from disadvantaged backgrounds, and provides them with the richness, breadth and depth they need to achieve future successes.
- Lead annual reviews of curriculum to ensure the school's offer is ambitious for all and provides students with a wealth of learning opportunities which enable students to achieve their full potential.
- Maintain a sound understanding of the school's MIS to ensure maximum impact and efficiency of ways of working.
- Oversee the school's timetable, supporting the AAVP Curriculum to ensure the timetable is well planned and delivers the highest standards of curriculum across all phases.
- Lead and ensure the smooth running of school processes for Year 6 into 7 transitions (including target setting), Year 9 preferences and Sixth Form recruitment.
- Lead the school's assessment calendar, communicating with all stakeholders, including students, staff and parents, to ensure the school's assessment and student progress reporting processes run effectively.
- Lead the Student Achievement strategy including designated assemblies, form time sessions and workshop opportunities for students, as well as parent information sessions (Right Start), parent information packs and on-going communications with all stakeholders regarding curriculum and student progress and achievement.
- Lead the analysis of student assessment data across the school, and subsequently co-ordinate robust action plans to ensure gaps in learning are addressed efficiently and effectively, preventing any barriers to students' progress over time and maximising attainment.
- In conjunction with the wider Quality of Education team, robustly monitor and evaluate the quality of learning, ensuring that curriculum delivery, assessment and interventions are effective and have impact.
- Develop a strong and effective working relationship with the Data and Exams Manager, ensuring effective communication to maximise impact on student achievement across the school and support in completion of school data reports including census and public examinations.
- Co-ordinate provisions for supervised study before/after school.
- In conjunction with relevant school leaders, contribute to the school's annual Prize Giving ceremony, lead regular rewards assemblies and 'mock results' days.
- Routinely engage student voice across all school years to inform evaluations of the Quality of Education.
- Line manage named curriculum areas and be responsible for performance management of identified staff including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Assist with the reporting of the performance of the school to parents, carers, governors and other key partners as necessary, providing reports and information related to your areas of responsibility as required.
- To promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement.
- To promote links and good relationships with the local community and outside agencies.

Agreed Whole School Procedures

- Ensure all children are treated equally, regardless of gender, social or cultural backgrounds.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Selection Criteria –Vice Principal (Curriculum & Student Achievement)

Criteria	Essential	Desirable
Qualifications	QTS Degree level (or higher) qualification	• NPQ • OLEVI: OTP/POC/OFP
Experience	• Highly effective practitioner with strong subject knowledge demonstrated through student outcomes which reflect outstanding attainment and progress. • An ability to transmit enthusiasm in the classroom, fostering a real love of learning and enabling students to achieve academic success. • Experience and knowledge of how children learn, an understanding of how this can be effectively translated into classroom practice and an ability to develop this understanding in others. • Proven middle leadership experience with evidence of significant wider/whole school contributions. • Proficiency in data handling and substantial experience in the use of data to drive student outcomes and school improvement. • Demonstrable evidence of raising the standards of teaching, learning and assessment. • Effective collaboration with staff at all levels of experience and responsibility.	• Previous experience at Associate Assistant Vice Principal / Assistant Principal/Assistant Headteacher level. • Effective leadership of change.
Professional Development	• Evidence of a continued commitment to professional development. • Experience of actively supporting the professional development of others. • Experience of Line Management of individuals and curriculum areas including performance management/appraisal.	
Personal qualities, skills & characteristics	• Maintain utter professionalism at all times, understanding the importance of the position of trust that is held and fulfilling this role with integrity and respect for all. • Be able to communicate a clear vision, with excellent communication skills (orally & written). • Inspire, challenge, motivate and empower colleagues, students and all in the school community. • Have a strategic and creative approach to problem solving. • Possess highly effective organisational and interpersonal skills. • Be able to challenge and deal robustly with under-performing staff. • Develop effective teamwork and be able to contribute effectively to a range of teams with energy, enthusiasm and perseverance. • Uphold high expectations of self and others. • Manage and resolve conflict effectively. • Demonstrate commitment, honesty and dedication, reliability, integrity, humility, resilience, flexibility and tenacity.	

	• Willing to learn from and with others, as well as try out new ideas, in the development of good practice. • Have a good sense of humour and the ability to always maintain a sense of proportion. • Be ambitious – have the ability to see an opportunity to make an impact and develop own skills. • Evidence a commitment to equal opportunities policies and an understanding of their effective operation within schools. • Maintain a high profile in the life of the school through being a visible leader and overseeing daily operations.	
Knowledge / special aptitudes	• Knowledge of the political landscape with regard to education, current educational trends, curriculum developments and educational initiatives. • Knowledge of the new OFSTED framework and a deep understanding of areas relevant to Quality of Education. • Knowledge of school accountability measures. • A clear understanding of, and ability to use, data to support the tracking and monitoring of student progress. • Knowledge and understanding of diversity and equality requirements. • Excellent strategies for managing pupils' behaviour. • A dedication to high academic standards. • Proven ability in the development of effective structures and systems. • Ability to think strategically.	

Opportunities

The ethos of the school is one of high expectations and therefore the professional development of all staff is a priority. There is a comprehensive induction programme and excellent opportunities for high quality CPD.

We recognise the value of, and seek, to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities.

We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the school's policy in respect of safeguarding.
- The post holder will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements.

- The post holder may be required to perform any other reasonable tasks after consultation.
- This Job Description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.