



# Chipping Campden School

Inspired to learn, empowered to excel

## Job Description

### Vice Principal – Chipping Campden School

Working closely with the Principal and the Leadership Team on the strategic development of the School, the following areas are likely to form part of the role but may be adjusted in preparation for the 2023/24 academic year.

- Pastoral Oversight for the school's pastoral team
- Designated Safeguarding Lead (further training available)
- Lead on developing and monitoring effective strategies to promote positive behaviour, attendance and well-being and prevent radicalisation.
- Produce and promote a cohesive School Development Plan
- Line manage two Assistant Principals and Pastoral Directors of Learning
- Produce a strategy and promote positive outcomes for disadvantaged students
- A small teaching commitment.

Additional responsibilities will be negotiable and will reflect the expertise of the successful candidate, but as the second Vice Principal, working closely with the Principal areas of responsibility include:

#### Strategic direction and shaping the future

1. Work with the Governing Body and other key stakeholders to ensure that the School's vision is clearly articulated, shared, understood and translated into real and effective action by all.
2. Demonstrate the vision and values of Chipping Campden School in everyday work and practice and ensure they are upheld and practiced by staff and students.
3. Ensure that strategic planning takes account of the diversity, values and experience of the School and community.
4. Enhance opportunities through partnerships between parents/carers, students, staff, the local community, colleges, other HE and FE partners, the Local Authority, other schools, voluntary organisations, other public bodies and employers.

#### Leading Learning and student safety and well-being

1. As the Designated Safeguarding Lead (DSL), supported by a team of Deputy DSL's, ensure that statutory Child Protection protocols are fully met, including the maintenance of an accurate SCR, and that all staff are fully trained to identify and manage child protection matters in line with their responsibilities within the school.
2. Ensure that learning is at the centre of strategic planning and resource management including behaviour for learning.
3. Create a culture and ethos of challenge and support where all students, including disadvantaged, achieve success and are fully engaged in personalised learning, supported by a pastoral system appropriate to their individual needs.

4. Demonstrate and articulate high expectations of behaviour and attendance and set challenging targets for all students in respect of their attitude to learning
5. Implement strategies that secure high standards of behaviour and attendance.
6. Lead on promoting student safety and well-being through the development and dissemination of effective policies and training such as anti-bullying, on-line safety and the prevention of radicalisation.

### **Self Development and Working with Others**

1. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
2. Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.
3. Regularly self-review and set personal targets, taking responsibility for own personal professional development.

### **Managing the Organisation**

1. Produce and implement clear, evidence based improvement plans and policies for the development of the School and the facilities as a centre of excellence.
2. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
3. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
4. Ensure learning is at the heart of all leadership decisions.

### **Securing Accountability**

1. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
2. Develop the School ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Work with the Governing Body (providing information, objective advice and support) to enable them to fulfil their responsibilities.
4. Develop and present a coherent, understandable and accurate account of relevant aspects of the School's performance to a range of audiences including Governors, parents/carers and students.

### **Strengthening Community**

1. As the Designated Safeguarding Lead, co-ordinate and communicate with statutory bodies and other agencies to ensure that students are effectively safeguarded through effective referral, and the management of agreed support plans around the child.
2. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
3. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
4. Seek and develop opportunities to enhance and enrich the School and its value to the wider community.