

Job Description

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| Job Title | Vice Principal – Holistic Development |
| Salary | Leadership Scale L21-25 |
| Hours | Full time |
| Accountable to: | Associate Principal |

Purpose

- To be an active member of the Leadership Team and provide professional leadership and management in order to secure high quality provisions, the effective use of resources and the improving of progress for all learners.
- To secure high levels of engagement with staff, students, parents and the wider learning communities.
- To ensure high quality education and successful outcomes for all.
- To provide high quality care, guidance and support including behaviour, punctuality, attendance and inclusion for the student body
- Act as the Designated Safeguarding Lead (DSL) as outlined in Annex C of Keeping Children Safe in Education
- Act as the Educational Visit Co-ordinator (EVC)
- Embody the values, vision and ethos of Lionheart Educational Trust.
- To support the monitoring, evaluation and continuous review of the quality and effectiveness of all aspects within the college.
- To support collaborative work across the College, Trust and local community.

Key Responsibilities

The professional duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

- Care, support and guidance including, behaviour, punctuality, attendance and inclusion.
- Student leadership/voice.
- Leading the personal development curriculum across the College, including oversight of the tutor time programme and assembly programme.
- Tracking and analysis of attendance and punctuality, behaviour management, safeguarding, training and induction.
- Ensure quality tutoring and oversee Pastoral Leaders.
- Transition of Year 6 to 7 including liaison with feeder primary schools, leadership and management of Open Evening, Year 7 registration event and Transition events held within the College
- Line management of assigned staff
- Contribute to student recruitment and marketing and positive public relations.
- Safeguarding.

- Contribute, as appropriate with senior leaders, to training and professional learning staff (coaching and mentoring) with an emphasis on care, support, guidance, behaviour, attendance, inclusion and support all staff in achieving the priorities and targets of the school.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the college which secure effective provision and progress by students and prepare them for the opportunities and responsibilities of adult life.
- Co-lead and manage the creation, implementation and upkeep of the college development plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing college improvement.
- Support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of support for students and effective behaviour for learning.
- To oversee the provision of school trips and visits as Educational Visit Co-ordinator (EVC)

The strategic role and specific responsibilities of the Vice Principal will be agreed annually with the Associate Principal.

Overview

- Embody the vision, values and ethos of Lionheart Educational Trust, in delivering policy which will ensure high quality education and successful outcomes for all.
- Proactively managing staff to ensure excellence is being strived for in all we do.
- Performance Data/ examinations support and challenge for middle leaders including teaching/ support staff.
- Line management of assigned staff.
- Support and secure the commitment of others to the vision, ethos, direction of policies of the college which secure effective provision and progress by students and prepare them for the opportunities and responsibilities of adult life.
- Ensure that parents/carers are well informed about the curriculum, targets, students' progress, attainment and achievement.
- Contribute, as appropriate with senior leaders, to training and the professional learning of staff (coaching and mentoring) with an emphasis on care, support, guidance, behaviour, attendance, inclusion and support all staff in achieving the priorities and targets of the college.
- Undertake senior staff duties, which supports our continuous self-evaluation model.
- Co-lead and manage the creation, implementation and up keep of the School development plan, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness of the Trust policies, procedures and developments and analyse their impact on the college, in particular those which directly influence student progress and provision.
- Support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of support for students and effective behaviour for learning.
- Maintain and develop positive and supportive relationships with staff, parents/ carers, community representatives, local governors and the Trust.

Leadership Team Expectations

- Be a member of the Leadership Team to contribute to the leadership, management, operation and development of the School in order to promote outstanding progress and provisions for students.
- To take a full and active part in the operational leadership and management of the School.
- Oversee the appropriate involvement with external agencies to complement student provision.

Communication

- To meet and work with the Executive Principal and Associate Principal, Leadership Team, key colleagues and teams as appropriate.
- To attend, lead and contribute to team meetings as appropriate.
- To lead line management meetings with colleagues that you line manage regularly.
- To attend Local Governing Body meetings.
- To attend external meetings as appropriate and/ or directed.

Other

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities.
- To engage actively in the Performance Review and Management process and the Performance Management of nominated staff.
- All staff are expected to be courteous to students, colleagues and provide a welcoming environment to visitors and telephone callers.
- Lead and contribute to student recruitment, marketing and promoting positive public relations.
- To undertake any reasonable task at the request of the Executive Principal or Associate Principal.

Strengthening Community

- Developing an inclusive and supportive approach so that the School is a place where all learners and wider community feel welcome.
- Supporting the Associate Principal in fostering a strong sense of community and a distinctively Trust ethos among both staff and learners.
- Ensuring effective and appropriate pastoral support is available to learners and staff, including for their well-being.
- Promoting consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.
- Leading by example and acting as a positive role model to staff and learners.
- Create and maintain an effective partnership with parents and carers to support and improve learners' achievement and personal development.
- Leading on safeguarding children and safer recruitment.

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the College, in line with national requirements
- Ensure that all policies and procedures adopted by the Trust and the College are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated persons and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

Health and Safety

- Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the School/ Trust.
- Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

- Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act (2000).

Key Performance Data

- Strategic Direction, Leadership and Management (including leading and managing staff) of the School.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

Participation in extra-curricular activities is voluntary but all staff members are encouraged to participate, lead and promote activities to build good relationships with young people and broaden their informal learning opportunities.

All staff are expected to be familiar with and adhere to all College policies and in particular meet key requirements in relation to health and safety and teaching and learning

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act.



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1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults)

and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

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| Person Specification | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Educated to Degree level or equivalent | X | |
| Qualified Teacher Status | X | |
| Experience | | |
| Current senior leadership at assistant headteacher level or above/equivalent | X | |
| A proven track record (minimum of 3 years) leading teams and motivating staff and students | X | |
| Experience of using innovating research based approaches to improve student outcomes | | X |
| Evidence of raising standards in the quality of teaching and learning | X | |
| Experience of effective leadership of others including: support, development and challenge | X | |
| Experience of using performance data for planning and development, target setting, intervention and reporting to all stakeholders | X | |
| Demonstrable experience of improving student outcomes | X | |
| A record of continuous professional and career development | X | |
| Experience of working effectively with stakeholders | X | |
| Experience of safeguarding | X | |
| Skills | | |
| A proven record of excellent teaching | X | |
| Demonstrate excellent interpersonal and communication skills | X | |
| Ability to inspire, challenge, empower and motivate others | X | |
| High expectations of self and others | X | |
| Excellent organisation skills | X | |
| Ability to creatively problem solve | X | |
| Ability to analyse data effectively to assess performance | X | |
| Ability to work hard under pressure while maintaining a positive, professional attitude | X | |
| Ability to organise and prioritise workload and work on own initiative | X | |
| Proven skills in leading CPD and INSET events | X | |
| Leadership of sustained whole school teamwork | X | |
| Ability to think and plan strategically and manage change | X | |
| Commitment to engage with parents in order to encourage their close involvement in the education of their children | X | |
| Commitment to personal career development | X | |
| A good sense of humour and realism, embracing risk and innovation | X | |