



Job Description

Vice Principal

Main Purpose

The Vice Principal will work with the Headteacher and Governing Body by:

- To support and contribute to the Catholic life of St Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Strategic Direction and Development of the School

- Model our Gospel values to all staff, students, parents and stakeholders
- With the support of the Governing Body, create, lead and deploy a highly committed, effective and ambitious middle leadership team to embed the school ethos and achieve common goals
- Play an active role in providing strategic direction for the school
- Create an ethos that generates an aspiring, achievement-focused culture
- Ensure the continued creative development of strategic development planning which identifies priorities and targets to enable optimum student progress
- Support and motivate all staff to increase their effectiveness and to achieve the objectives and targets which the school sets for itself
- Ensure that all aspects of the management of the school support the school's policies and aims.
- Regularly monitor, evaluate and review the school's policies, priorities and targets in line with specific duties and take action as appropriate

Teaching & Learning

- Maintain a stimulating and safe environment which promotes high quality teaching, effective learning and high standards of achievement, behaviour and discipline through all the key stages
- Provide high quality personal contributions to teaching in the school, as appropriate

Leading & Managing Staff

- Lead by example: embody for the students, staff, governors and parents, the vision, purpose and leadership of the school
- Enable all staff to develop expertise in their respective roles through an effective collaborative programme of joint practice development that meets identified need
- Develop positive professional relationships throughout the whole workforce
- Support and evaluate the work of staff teams and individuals ensuring clear and appropriate delegation
- Ensure effective quality assurance processes are in place in order to identify strengths and priorities and





develop and monitor timely action plans in order for these to be realised

- Operate effective Performance Development systems that include review, evaluation and inquiry question setting
- Sustain personal and staff motivation and drive for success

Efficient & Effective Deployment of Staff & Resources

- Develop all staff to maximise the effective use of their skills
- Manage all relevant, available resources with a view to improving student achievement and securing value for money

Relationships

- Work in close and effective partnership with the Governing Body
- Further develop parental involvement in the life of the school and the students' education
- Continue to support the development of links with and beyond the Learning Community

Specific Roles & Responsibilities: Behaviour & Culture

- Lead on and ensure effective systems of behaviour monitoring and intervention
- Lead the rewards and celebration culture across the school to ensure that the success of all is communicated and shared with all stakeholders
- Ensure that the school provides a calm and orderly environment in which students feel safe and in which they can learn to their best ability
- Ensure that there are clear routines, expectations and protocols in place for students and staff in lessons and less structured social times such as break and lunch times
- Monitor the quality of pastoral support and devise systems which ensure continual improvement, ensuring that pastoral care across the school is effective and high performing
- Promote a positive attitude to learning for students and staff, supporting both groups to continually self-improve
- Establish, develop and lead the school's Student Council and House System
- Lead and develop a structured programme of stakeholder voice
- Oversee the development of any other reasonable activity to ensure progress of the school.

Accountability

- Ensure that all staff recognise their individual and collective accountability for the success of the school
- Ensure that students and parents are well informed about the curriculum, student performance and their role





in assisting improvement

- Account for the school's performance to internal and external agencies

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.





Person Specification

Vice Principal

Experience	Essential / Desirable
Proven successful middle leadership experience	Essential
Experience of teaching KS3 and KS4 with a proven track record of success	Essential
Evidence of commitment to own professional development	Essential
To have successfully developed and implemented an initiative across an organisation, or be currently in the process of doing so	Desirable
To have taken an active role in self-evaluation and quality improvement planning	Essential
To have effectively line managed individuals or a team	Essential
Qualifications & Training	
Degree	Essential
QTS	Essential
NPQSL	Desirable
Shaping the Future	
Capacity to recognise and build on the success of SBCH whilst also supporting the formulation of a vision for innovation and improvement and translate into actions	Essential
Comprehensive knowledge of current and anticipated educational developments including how collaborative local and national partnerships can assist in raising standards	Desirable
Capacity to lead and implement continuous improvement	Essential
Capacity to achieve improved Ofsted judgements or maintain positive judgements within your area of responsibility	Essential
Student Achievement	
Student-centred educational philosophy with a commitment to making a positive difference to every student	Essential
Ability to develop a teaching and learning culture which results in outstanding classroom practice	Essential
Successfully established high expectations and setting and monitoring of challenging targets for students and staff	Essential
Committed to a high-quality enrichment and extra-curricular provision	Essential
Able to secure high standards of behaviour, attendance and punctuality	Essential
Developing Self & Working with Others	





At all times shows respect to others	Essential
Able to make decisions and delegate appropriately	Essential
Commitment to and evidence of the encouragement, empowerment and training of staff	Essential
Experience of developing the professional competence and confidence of staff	Essential
Commitment to working collaboratively with other schools and stakeholders	Essential
Managing The Organisation	
Capacity to build and manage high performance teams	Essential
Ability to use strong and effective management systems underpinned by clear communication	Essential
Ability to produce, implement and review appropriate improvement plans and policies	Essential
Secure in accessing, analysing and interpreting a range of data	Essential
Awareness of the importance of complying with health and safety regulations	Essential
Ability to solve problems	Essential
Securing Accountability	
Demonstrate the capacity to sustain the ongoing improvement of results across the school and for all groups particularly SEND and disadvantaged students	Essential
Experience of demonstrating robust evidence of progress and improvement	Essential
Personal Qualities & Attributes	
Capacity and passion to lead the school community with vision and values which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.	Essential
Passionate about education with a clear commitment to inclusion and 'achievement' for all	Essential
The ability to identify and establish the principles of an outstanding/exceptional school	Essential
A highly effective communicator	Essential
Firm and fair leadership style with interpersonal awareness and concern for impact	Essential
Ability to lead from the front and inspire others	Essential
Ability to work within and contribute to a cohesive and proactive team	Essential
Has a sense of humour, a calm manner and retains an optimistic approach	Essential
Personal Integrity and an awareness of confidentiality	Essential
Resilience, stamina, dynamism and enthusiasm	Essential
Safeguarding	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
Sound understanding of statutory safeguarding requirements	Essential

