



## Goldwyn School

### Job Description - Vice Principal and Strategic Head of Centre

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**Accountabilities:** To be met in accordance with the provisions of the School Teachers' Pay and conditions document and within the range of teachers' duties set out in that document and the professional standards for teachers.

**Overall Responsibilities:**

- To provide high quality Leadership and Management commensurate with the ethos of Goldwyn School.
- To be the school's lead on Safeguarding
- To be accountable for supporting the Principal to develop and ensure the quality of the 'whole' education of our students, the internal organisation, operational management and management of staff.
- To create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the school's work
- To be responsible for the strategic leadership of the Goldwyn Ashford Centre and work with the Centre Manager on the day-to-day running of the centre.
- Together with the other Vice Principal, to deputise for the Principal in her absence.

**Core Responsibilities:**

- To work with the Goldwyn Ashford Centre Manager on the day-to-day running of the centre.
- To continue to build on the strong creative, innovative and strong pastoral ethos of the school and its centres.
- To value each child's learning experience and actively promote inclusion.
- To drive and inspire a passion for learning in every member of the school community.
- To bring a wide range of personal skills and creative solutions to all relationships – with students, staff, parents, governors and the wider community.
- To work within the Senior Leadership team: Principal, other Vice Principal, Head of Teaching and Learning and SENCO / Head of Sixth Form in the strategic leadership, management and development of the school
- Be a role model to all stakeholders and respond to situations in a prompt and considered way that promotes Goldwyn School at all times.
- To maintain an achievement culture that promotes excellence, equality and diversity and high expectations of students and staff.
- To evaluate performance to identify and implement priorities for continuous improvement and to raise standards.
- To ensure and develop effective leadership and management to secure success for all.
- To contribute and lead on aspects of the School Development Plan
- To provide direction and robust challenge and support for Centre and senior managers

Working with the Principal and Leadership Team to provide leadership for Goldwyn School, which secures its success and continuous improvement, ensures high quality education for all its students and the highest standards of learning and achievement in accordance with statutory requirements.



### **Specific Vice Principal Responsibilities**

- Assist the Principal to formulate aims and objectives and whole school policies for their implementation, taking account of the wider role of the school. Contribute to the School Development Plan in line with the school's aims and objectives
- Have overall leadership responsibility for Student Behaviour and Attitudes
- Provide strategic leadership and operational management to promote a culture for learning and student safety throughout the school
- Provide well-informed advice regarding national developments (Behaviour & Safety) to the Principal and SLT
- Promote, establish, monitor and report on Quality Assurance for Behaviour & Safety to ensure high expectations are set and met and best practice observed and implemented
- Lead strategies to improve attitudes to and behaviours for learning
- To provide strategic leadership of the school's safeguarding and Prevent duty.
- To be the strategic lead for ensuring a coordinated and inclusive approach for communication and liaison with parents and outside agencies.
- To provide actual and strategic support in managing complex interactions with stakeholders.
- To represent the school in wider educational forums within Kent (e.g. KSENT)
- Continue to strive for excellence in inclusive practices, through participation in external accreditation (e.g IQM, LPPA)
- To work within the school's complaints procedure to manage complaints from parents and other sources.
- To support Centre Managers with staff, student and parent meetings, including conduct and investigations.
- Senior management lead for Health and Safety, liaising with Health and Safety Manager, including monitoring and "signing off" the school's external visits forms.
- Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Health & Safety**

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

### **Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

### **Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.