

**Job Description:** Vice Principal: Welfare, Student Development and Standards

**Our Mission**

**Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live**

**To achieve excellence in all aspects of school life.**

*Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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| <b>Purpose of the role:</b>              | <p>To have strategic responsibility for the welfare, student development and standards at Thurston Community College. In doing so:</p> <ul style="list-style-type: none"> <li>• Be an inspirational leader, committed to excellence for all in every area of the College's work.</li> <li>• Work with the Principal to contribute to strategic planning for the College for both the short and long term, anticipating needs and responding to developments both in the local community and in a national and international context.</li> <li>• To create a culture of constant improvement within a collaborative professional learning environment</li> <li>• Development of a clear and ambitious vision for high quality education for all students</li> <li>• Creation of an inclusive culture where all members of the community are valued and a culture of safeguarding is promoted</li> </ul>  |
| <b>Line management</b>                   | <p>Responsible for:</p> <p>Assistant Principal Upper School<br/> Assistant Principal Sixth Form<br/> Assistant Principal Lower School<br/> Assistant Principal Inclusion</p>  |
| <b>Main duties and responsibilities:</b> | <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact</li> <li>• Actively support the ethos of the College</li> <li>• Oversee the day-to-day running of the College and follow its policies and procedures</li> <li>• Organise and prepare for all lessons, and share good practice with colleagues wherever possible</li> <li>• Take an active role in ensuring the development and realisation of the College Development Plan</li> <li>• Treat each student as an individual with courtesy and respect</li> <li>• Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up-to-date with curriculum developments</li> <li>• Lead by example and embody the ethos of the College</li> <li>• Contribute to the marketing and promotion of the College</li> <li>• Undertake any other duty deemed reasonable by the Principal of the College</li> </ul> <p><b>Vice Principal will provide Leadership &amp; Management:</b></p> <ul style="list-style-type: none"> <li>• To work as part of the Senior Leadership Team in conjunction with the Governing Body to develop and implement the strategic vision for the College</li> </ul> |

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|                      | <ul style="list-style-type: none"> <li>• To deputise for the Principal as required, to be a member of the Senior Leadership Team and support the Principal in the leadership of the College</li> <li>• To inspire students to the highest levels of personal aspiration</li> <li>• Maintains excellent relationships and communication with key stakeholders</li> <li>• To take responsibility for the strategic direction and organisation of the pastoral care system across the College</li> </ul>   |
| <b>Specific Role</b> | <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Line manage the Assistant Principal Inclusion</li> <li>• To act as the Lead Designated Safeguarding Lead (DSL) for the College</li> <li>• To ensure the appropriate safeguarding training and annual updates of all staff are planned and delivered</li> <li>• Ensure compliance with current safeguarding regulations, guidance and best practice (including oversight of the SCR)</li> <li>• Set the tone for a caring and nurturing culture in which students feel confident to talk if they have a problem and staff feel able to pass on concerns that they may have</li> </ul> <p><b>Pastoral Support</b></p> <p>To line manage the Head of Lower School, Head of Upper School and Head of Sixth and in doing so:</p> <ul style="list-style-type: none"> <li>• Ensure systems for evaluating, monitoring and improving the attendance, behaviour and the pastoral provision of the College are embedded</li> <li>• Reduce exclusions and minimise disruption to learning</li> <li>• Set the tone for pastoral care, ensuring that students are cared for and that expectations are high</li> <li>• Keep all relevant policies up to date and current</li> <li>• Ensure all students have high standards of personal behaviour and presentation</li> <li>• Manage any serious disciplinary cases involving students and where necessary advise the Principal on the potential need for fixed term suspensions or recommendations re: Permanent Exclusion</li> <li>• Maintain records relating to behaviour, rewards and exclusions and produce an analysis of results for the Principal and Governors as required</li> <li>• Liaise and meet with parents and follow up as necessary, including being the lead SLT member for parental complaints.</li> <li>• Support admissions including supervising casual admissions the September Year 7 admission</li> <li>• Develop effective intervention strategies to improve standards of behaviour and attendance</li> </ul> <p><b>Student Development</b></p> <ul style="list-style-type: none"> <li>• Have oversight of student Personal Development programmes</li> <li>• Enhance and promote the quality of the wider curriculum ensuring there is a clear entitlement that enables our students to experience a wide range of activities and build 'cultural capital'</li> <li>• To ensure the College liaises with other providers, secondary school staff, UCAS, careers advisors, FE and HE Providers to ensure that all students are directed towards appropriate courses and are encouraged to continue their educationTo track destination measures to ensure that students are give advice and support so that they are well prepared for their futures</li> </ul> <p><b>Standards (students)</b></p> <ul style="list-style-type: none"> <li>• Oversee the Monitoring of the academic progress of students across the College, supporting the APs in identifying barriers to learning and suggesting interventions</li> <li>• Analysing the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Principal on strategies for improvement;</li> </ul> |

**Thurston Community College**  
**Vice Principal: Welfare, Student Development and Standards**  
**Person Specification**

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education, Qualifications, Training</b>  |           |           |
| Educated to Degree level  | Y         |           |
| Qualified Teacher Status  | Y         |           |
| Evidence of further Professional Development  |           | Y         |
| Minimum of 5 years teaching experience  | Y         |           |
| <b>Skills, Knowledge &amp; Experience</b>   |           |           |
| Excellent classroom practitioner  | Y         |           |
| Senior Leader and management experience   |           | Y         |
| A good understanding of whole school issues   | Y         |           |
| Experience of planning for change, development and improvement  | Y         |           |
| The ability to set high and clear expectations, to hold others accountable by challenging poor performance and setting objectives | Y         |           |
| Ability to analyse, prioritise and meet deadlines   | Y         |           |
| Excellent communication skills (written & verbal)   | Y         |           |
| Experience of conducting staff induction, mentoring and performance management  | Y         |           |
| Commitment to supporting community/external agencies involvement in school  | Y         |           |
| Commitment to safeguarding and promoting the welfare of children  | Y         |           |
| Able to motivate, promote good relationships and effectively communicate with all stakeholders                                    | Y         |           |
| Experience of whole school self review and evaluation   | Y         |           |
| Ability to work under pressure and deal with a multitude of tasks and priorities successfully                                     | Y         |           |
| Be a confident and comfortable public speaker, in meetings and larger groups  |           | Y         |
| <b>Personal Qualities</b>   |           |           |
| Creative, enthusiastic and proactive, keen to embrace new ideas and challenges  | Y         |           |
| Works well as part of a team  |           |           |
| Able to build effective and positive working relationships  | Y         |           |
| Organised and methodical approach to work   |           | Y         |
| Flexible, listens and is prepared to seek advice and support  | Y         |           |
| Able to deal sensitively with people and resolve conflict   | Y         |           |
| Good sense of humour  | Y         |           |
| Committed to continuing professional development for self and others  | Y         |           |
| High level of professional integrity  | Y         |           |
| Charismatic – having a ‘presence’   | Y         |           |
| <b>Other requirements</b>   |           |           |
| Enhanced DBS Disclosure is required   | Y         |           |
| Ability to understand and demonstrate a commitment to equality and diversity  | Y         |           |
| Appropriate safeguarding training   | Y         |           |