

Job Description

KEY INFORMATION	
Post title:	Vice Principal
Grade:	L1 – L5
Responsible to:	Head of School
Responsible for:	Designated Teachers and Teaching Assistants

OVERALL PURPOSE OF JOB
To support the Head of School in all aspects of leading and managing the alternative provision, with responsibility for leading on specific areas/initiatives in order to secure centre-wide improvements.

MAIN DUTIES AND RESPONSIBILITIES	
1	Be an active and effective member of the centre's senior leadership team, working under the guidance of and with the support of the Head of School
2	Support with the day-to-day running of the setting, maintaining a safe, highly structured and calm environment for staff and students.
3	Lead by example to embed a culture built on mutual respect, care, and high expectations, actively removing barriers to learning and raising aspirations for all students
4	Drive high standards across a modern, personalised curriculum, ensuring delivery is translated into effective learning, regular assessment, and positive educational outcomes
5	Support, monitor, and evaluate the performance of the setting, including the quality of teaching and learning across the centre, acknowledging excellence and addressing areas for development
6	Establish and sustain high-quality teaching across all subjects and phases, conducting lesson observations and other quality assurance activities
7	Cultivate and foster exemplary standards of behaviour, attendance, and emotional wellbeing, employing trauma-informed approaches to re-engage vulnerable learners

8	Work positively with mainstream school leadership teams, external agencies, parents, and the local community to ensure the best outcomes for students, both academically and in their personal development
9	Line management of assigned staff in school
10	Support with the recruitment and retention of high-quality staff through the provision of effective professional development and performance management
11	Support the Head of School to monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
12	Support the creation, implementation, and evaluation of the centre's improvement plans, self-evaluation processes, and external inspection readiness
13	Ensure high-quality, inclusive provision is fully accessible to all students regardless of background
14	Oversee and coordinate effective intervention planning and support frameworks to ensure smooth transitions for young people moving between different learning settings
15	Implement robust, highly practical alternative education strategies to support students with severe Social, Emotional, and Mental Health (SEMH) or behavioural needs
16	Be an active member of the centre's safeguarding team, undertaking the role of Designated Safeguarding Lead
17	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times
3	Participate in performance management and take part in appropriate training and development activities
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	A good honours degree in a relevant subject, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	Evidence of recent and relevant CPD
4	Level 3 safeguarding qualification or the willingness to obtain
5	<i>Other professional qualifications relevant to the role, e.g. NPQ (desirable)</i>
Experience	
1	A proven track record of successful impact, ideally within an alternative provision, SEN, or highly inclusive mainstream setting
2	Extensive experience of supporting students with SEMH and challenging behavioural needs
3	Excellent classroom practitioner with evidence of excellent outcomes for students
4	Experience in narrowing the gap for vulnerable students and those with additional needs
5	Experience and confidence in managing a safeguarding caseload
6	<i>Line management experience (desirable)</i>
Skills/Knowledge/Abilities	
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all students, both personally and academically
2	Understanding of high-quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning
3	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
4	Ability to build strong relationships and communicate effectively to a range of stakeholders, including students, staff, parents, governors and others
5	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes

6	Evidence of taking initiative, being creative and solving problems
7	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform priority areas for improvement
Personal Attributes	
1	Strong personal and professional integrity, with resilience and ability to motivate self and others
2	Confidence in dealing with challenging conversations and adhering to policies and procedure
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	A commitment to aspirational outcomes for all students
7	A commitment to equality and diversity
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check