



DRAFT JOB DESCRIPTION

Name:

Post Held: Vice Principal - Behaviour, Welfare and Safeguarding

Responsible to: Principal

KEY DUTIES AND RESPONSIBILITIES (GENERAL TO SENIOR LEADERSHIP TEAM):

Strategic Leadership

- To maintain an up-to-date knowledge of local and national educational trends in your area of leadership. To advise and inform the Principal and Governors of these as appropriate.
- To work with the Principal, Governing Body and others to develop the school's vision and maintain a culture and ethos that promotes innovation, excellence, reflection and aspiration.
- To set high standards and expectations of self, staff and students and to actively inspire, motivate, challenge and empower others.
- To share the school's vision and values, building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress.
- In collaboration with the Principal and Leadership Team, to identify and plan for future needs within your leadership area.
- Working with the Principal and Leadership Team, to develop and manage processes, systems and policies to ensure the day-to-day smooth running of the school.
- To attend Leadership Team meetings, to think creatively and proactively contribute in all areas discussed.
- To contribute to the school's monitoring and evaluation system by regularly carrying out lesson observations, learning walks, drop in sessions and book scrutiny.
- To demonstrate emotional intelligence and a positive mental attitude at all times.

Learning, Teaching and Academic Progress

- To research, promote and disseminate strategies for raising achievement and achieving excellence within your area of leadership.
- Working with the Principal and Leadership Team, to establish and monitor the quality assurance procedures for all aspects of the school's work to ensure that:
 - The quality of teaching is always good or outstanding.
 - Innovative solutions are established to raise standards.
 - Data systems for recording, analysing and intervention in students' academic and personal development always result in good or outstanding progress.
 - Data is analysed and shared with team leaders; raising questions, posing hypotheses and providing challenge.
 - Student performance/prior attainment is interpreted and acted upon.
 - Challenging targets are set for student attainment leading to whole school improvement.
- To challenge poor performance and to develop strategies for improvement.
- To teach quality lessons to an agreed timetable.

Safeguarding and Student Welfare

- To work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to monitor and support the attendance, behaviour and welfare of all students, especially those with Safeguarding concerns.
- To use Rewards to encourage and acknowledge student participation and achievement.
- To work with the Attendance Officer to support students with poor attendance.
- To work with Pastoral Leaders to support student engagement and behaviour as needed.
- To maintain standards of discipline in line with school policies.

Staff Development and Working with Others

- To have line management responsibility for some curriculum leaders and to regularly monitor and evaluate their progress in line with school policy.
- To promote and contribute to the professional development of staff.
- To promote collaborative team-working, develop effective working relationships and manage conflict.
- To collaborate and network within and beyond the school.
- To develop and promote excellent communication with all stakeholders.
- To undertake return to work interviews following staff absences in your line management areas.
- To take an active part in the performance management of allocated staff.
- To be highly organised and efficient and to respond to work commitments in a timely manner.

Leading the Organisation

- To deputise for the Principal in her absence as required.
- To show loyalty to the Principal and school at all times.
- To ensure that school policies relevant to your leadership areas are up-to-date and shared with stakeholders.
- To act as part of the Leadership Team and to manage the daily organisation of the school, including supervision of the premises at break, lunchtime and immediately after school.
- To ensure good behaviour and standards both in lessons and around school.
- To support individual and team accountability for student learning outcomes within your areas of leadership.
- To demonstrate a commitment to British Values and the spiritual, moral, social, emotional and cultural development of students.
- To demonstrate a commitment to DSTC Co-operative Values of solidarity, equity, equality, democracy, self-responsibility and self-help.
- To develop, promote and review strategies for self-evaluation and accountability.
- To attend Governing Body meetings as required.
- To contribute to the recruitment, induction and professional development of the school's workforce to achieve its vision and goals.
- To promote and be involved with the wider life of the school community.

KEY DUTIES, RESPONSIBILITIES and VALUES (SPECIFIC TO VICE PRINCIPAL):

- To be responsible for student attendance including the line management of the Attendance Officer.
- To be the Designated Safeguarding Lead, including responsibility for e-Safety.
- To be responsible for either Key Stage 3 or Key Stage 4
- To be jointly responsible for the transition between your Key Stage and those joining or leaving it.
- To line manage the Special Educational Needs and Disabilities Co-ordinator (SENCO) including the application for Higher Needs Funding to support individual students.
- To line manage two faculty areas.
- To be responsible for behaviour and rewards across the College.
- To be responsible for the progress of Pupil Premium (PP) students including ensuring that PP funding is used to maximise outcomes.
- To oversee all parent consultation events.
- To work with RSLs to ensure that students receive the pastoral support they need to make progress.
- To work with the Admissions Officer to co-ordinate in-year admissions including managed moves and observed transfers.
- To support the Principal with In Year Fair Access and other movements of students made via any Inclusion Forum.
- To oversee the external mentors programme.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed Date
(Staff Member)

Signed Date
(Principal)