

**Ninestiles Academy Trust Senior Leader Job Descriptions**

**VICE PRINCIPAL 2 – Support and Achievement**

**Ninestiles, An Academy**

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| **Post title:** | Vice-Principal: Support and Achievement |
| **Reporting to:** | Principal |
| **Grade:** | **L22-26** |
| **Status:** | Permanent |
| **Line managing:** | Assistant Principal: Standards,  Assistant Principal: Co-Curricular  Trust SENDCo in terms of Ninestiles specific provision  School Counsellor and well-being ambassador team  DSL and Safeguarding leads  **Departments as directed by the Principal** |

**General expectations of the Senior Leadership Group (SLG):**

The expectations of members of the SLG are:-

* To have a profile around school during the school day, before and after school
* To be seen as role models for all staff (not just those who you line manage or for whom you are responsible)
* To be ready to support staff, students and parents at all times
* To be reliable, approachable and discreet
* To be a team leader and a team player
* To be flexible and adaptable

**Main Role:**

* To undertake the full range of duties and responsibilities as required by the Principal as set out in:
* The School Teachers’ Pay and Conditions of Service and the school Appraisal Policy
* The appropriate standards as set out by the NCTL
* Any other duties commensurate to the post title which the Principal may deem to be appropriate.
* To promote the educational success and outstanding outcomes of all our students through strong pastoral leadership
* To have responsibility for the development and impact of the following areas of the school:

**Achievement**

- Student standards – progress, attendance, punctuality, behaviour, uniform, pride, aspiration

- Achievement of PP, LAC, SEND, and AP students including effective and efficient use of monies, monitoring and reporting

- WRL, IAG and support for students to ensure strong destination data

**Support**

- Safeguarding (as named DSL) and leading the safeguarding and child protection team.

- Child protection including CPOMS recording and referral syatem

- SMSC and PSHE provision

- Resource Base and mainstream SEND provision and achievement (both Resource Base and mainstream) in conjunction with the Trust Sendco

- Internal and external support/liaison and alternative provision

- Provision of academic and pastoral support for vulnerable students/those who find it difficult to engage with mainstream education including via the school’s referral panel system

- Student welfare provision

- Leadership of liaison with outside agencies eg. police, social services

- Admissions and transition at normal transition time

- Admission and induction of students entering the college outside of normal transition time

- Client (parent and student) services and experience and community links

- Staff and student well-being focus and provision

- Ensuring student safeguarding and well being through staff duty provision

- To ensure the website is regularly updated and fully compliant

 To line-manage effectively the Assistant Principals and senior support staff aligned to the role