**Name:**

**Post Title:** Vice Principal (Inclusion)

**Responsible to:** The Principal through the Line Management of the Associate Principal

**Strategic Direction and Development of the School**

* Model our Gospel values to all staff, students, parents and stakeholders
* With the support of the Governing Body, create, lead and deploy a highly committed, effective and ambitious middle leadership team to embed the school ethos and achieve common goals
* Play an active role in providing strategic direction for the school and Learning Community
* Create an ethos that generates an aspiring, achievement-focused culture
* Ensure the continued creative development of strategic development planning which identifies priorities and targets to enable optimum student progress
* Support and motivate all staff to increase their effectiveness and to achieve the objectives and targets which the school sets for itself
* Ensure that all aspects of the management of the school support the school’s policies and aims
* Regularly monitor, evaluate and review the school’s policies, priorities and targets in line with specific duties and take action as appropriate.

**Teaching and Learning**

* Maintain a stimulating and safe environment which promotes high quality teaching, effective learning and high standards of achievement, behaviour and discipline through all the key stages
* Provide high quality personal contributions to teaching in the school, as appropriate.

**Leading and Managing Staff**

* Lead by example: embody for the students, staff, governors and parents, the vision, purpose and leadership of the school
* Enable all staff to develop expertise in their respective roles through an effective collaborative programme of joint practice development that meets identified need
* Develop positive professional relationships throughout the whole workforce
* Support and evaluate the work of staff teams and individuals ensuring clear and appropriate delegation
* Operate effective performance management systems that include review, evaluation and target setting
* Sustain personal and staff motivation and drive for success.

**Efficient and Effective Deployment of Staff and Resources**

* Develop all staff to maximise the effective use of their skills
* Manage all relevant, available resources with a view to improving pupil achievement and securing value for money.

**Accountability**

* Ensure that all staff recognise their individual and collective accountability for the success of the school
* Ensure that students and parents are well informed about the curriculum, student performance and their role in assisting improvement
* Account for the school’s performance to internal and external agencies.

**Relationships**

* Work in close and effective partnership with the Governing Body
* Further develop parental involvement in the life of the school and the students’ education
* Continue to support the development of links with and beyond the Learning Community

**Specific roles and responsibilities (Inclusion)**

* Develop the school Alternative Provision to ensure true inclusivity and the best academic and moral outcomes for students.
* Establish develop and lead the SEND programme across the school to ensure best outcomes for all students
* Establish develop and lead the Disadvantaged student programme across the school to ensure best outcomes for all students
* Establish develop and lead the EAL programme across the school to ensure best outcomes for all students
* Ensure that the identification of vulnerable groups is accurate and high profile and impacts on provision
* Lead the monitoring, development and intervention of academic progress and attainment of vulnerable groups across the school
* Liaise with the Business Manager in the deployment and review of funding for student groups for maximum impact on progress and attainment
* Lead the rewards and celebration culture across the school to ensure that success of all is communicated and shared with all stakeholders
* Lead on the implementation of the behaviour for learning policy ensuring that pastoral care is effective and high performing
* Oversee the development of any other reasonable activity to ensure progress of the school

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| **Signed:** |  |
| **Signed on behalf of the Governing Body:** |  |
| **Date**: |  |

St Bernard’s Catholic High School. A Catholic Voluntary Academy is an exempt charity and a company limited by guarantee,

registered in England with Company Number 08098352 and has a registered office at Herringthorpe Valley Road, Rotherham, S65 3BE