



The Alice Smith School

Job Description: Vice Principal - Secondary Campus

Purpose

The Vice Principal will provide professional leadership for the Alice Smith School, as part of the Secondary Leadership Team (SLT). The purpose of the role is to ensure that Alice Smith remains a strong and successful British international school providing an excellent and highly distinctive education for all its students, judged by the criteria and standards for external accreditation (such as COBIS).

Expectations

As an ambassador, senior leader and administrator for the school, the Vice Principal will be seen by staff, parents, students and the wider community to fully support the mission, vision, beliefs and values of the school. The Vice Principal will also uphold the views of and support the decisions made by the Whole School Leadership Team (WSLT) led by the Head of School. This will require the Vice Principal to be knowledgeable of, and sensitive to, the wide range of issues affecting the school and its wider community and to show a very high level of independence, autonomy and sound judgement consistent with this position.

Each Vice Principal will be expected to liaise closely with Vice Principals at the Primary Campus to ensure the 'one school, two campuses' ethos is embedded.

The Vice Principal may be required to attend Council meetings in order to contribute to strategic planning, improvement and development issues related to the school. The Vice Principal may also be required to attend Council sub-committee meetings, by invitation, and present and report on secondary school educational issues. The Vice Principal will work closely with a supporting secondary middle leadership team. The Vice Principal will have some classroom teaching duties and will be seen as a leading teacher in their specialist area.

The Vice Principal will be committed to British and international education ideals and be able to lead continuous school improvement, placing students at the heart of the learning process. He/she will have strong personal management skills and excellent interpersonal skills and will contribute to teams in a positive, coherent, productive and constructive way.

An appropriate balance of instructional, transformational and distributive leadership skills will be employed by the Vice Principal to work towards and successfully achieve positive outcomes for the school and its students.

In addition, to be an effective leader, teacher and manager, the Vice Principal is expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas deemed necessary for the position:



- Leadership
- Team building
- Decision making
- Delegation and empowerment
- Communication
- Self management
- Budget management
- Performance management

As a leading professional in education, the Vice Principal should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

Line Management Responsibilities

The Vice Principal is responsible to the Principal for:

- The promotion of high quality learning and teaching throughout the school
- The creation of a dynamic and professional climate with innovative approaches to curriculum matters

The Vice Principal will deputise for the Principal in his/her absence from the school.

Main Tasks

TEACHING

- Participate to such an extent as may be appropriate having regard to other duties, in the teaching of students at the school, releasing other teachers from time to time to carry out their specific duties as required

MANAGEMENT OF STUDENT ATTAINMENT & PROGRESS

- Implement and monitor systems for monitoring and improving student attainment and progress

STRATEGIC DEVELOPMENT

- Participate as a member of the Secondary Leadership Team (SLT) and Whole School Leadership Team (WSLT), participating fully in the major decision making processes and contributing to the review and revision of the school's strategic and annual improvement planning process
- Implement the school's strategic and annual improvement plans, monitoring and providing support as necessary to ensure that the school meets its strategic objectives



- Contribute to the annual financial review process and formulation of the budget bid for financial year ahead

MANAGEMENT OF STAFF

- Participate in the implementation of policies and procedures for the performance management and professional development of all staff within the phase
- Support teachers in progressing through performance review and development and along the Alice Smith School teachers' pay spine
- Ensure that standards of teaching are at the highest levels internationally
- Lead, motivate and manage staff
- Participate in the selection and appointment of staff
- Mentoring of Associate Vice Principals as appropriate

MANAGEMENT OF THE CURRICULUM

- Support, lead and manage the development of the curriculum in consultation with the staff team
- Review the curriculum to ensure breadth, balance and relevance to all pupil/students, whatever their abilities, aptitudes and needs
- Actively participate in the process of ongoing development of the school's curriculum, working closely with all relevant post-holders, to ensure that the school's curriculum is innovative, challenging and distinctive in both its breadth and its depth, and that it takes full advantage of the opportunities offered by the school's location in Malaysia

FINANCIAL MANAGEMENT

- Take responsibility for identified areas of the school's budget and ensure that the school provides excellent value for money through cost-effective and efficient curriculum delivery
- Contribute to the short, medium and long-term planning process having regard to financial implications

MANAGEMENT OF THE SCHOOL WITHIN THE COMMUNITY

- Contribute to establishing and maintaining strong curriculum links with local, regional and international organizations, including employers
- Support and encourage parents in the life and work of the school through the Parent Teacher Association (PTA) and by other appropriate means
- Promote links with other schools locally, within the region and internationally (for example AIMS, FOBISIA, COBIS and EARCOS links and involvement)
- Actively liaising with Vice Principals at the Primary Campus

HEALTH SAFETY AND SECURITY OF THE CAMPUS

- All members of the SLT are responsible for ensuring that the highest possible levels of Health, Safety and Security at EP. This includes but is not limited to involvement in traffic and parking monitoring, arrival and dismissal monitoring, adhering and holding others accountable against the H&S and Security policies, involvement in drills, writing and reviewing policies etc.



Specific Responsibility Areas:

Please see appendices. To be defined and agreed under the following four roles:

- Learning and teaching
- Achievement and progression
- Our students
- Our staff

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder. In any event the Principal/Head of School reserves the right to review and amend the job description.

The Vice Principal is accountable for these responsibility areas to the Principal and Head of School. The performance of the Vice Principal in these key responsibility areas are reviewed over the year as part of the school’s formative PGA process.

Name of Post Holder	
Signature of Post Holder:	
Date:	

Signed on behalf of the Alice Smith School by:	
Name:	
Signature:	
Position:	



APPENDIX

VICE PRINCIPAL (OUR STUDENTS)

Specific Responsibility Areas

In addition to all other aspects of the generic Vice Principal job description, the Vice Principal for Our Students, as part of the Secondary Leadership Team, will take responsibility for:

Line management

The Vice Principal for Our Students is a member of the Secondary Leadership Team (SLT) and is line managed by the Secondary Principal.

The Vice Principal Our Students leads the Our Students Team. This consists of three Key Stage Leaders, Enrichment Leader, Head of Department for ACHIEVE and the Counsellors.

The Vice Principal Our Students has line management responsibility for the three Key Stages.

The Vice Principal Our Students is responsible for:

- Reviewing JDs for leaders in their team on an annual basis
- Reviewing and overseeing the provision of tender providers for Student Services (including involvement in the tendering process)
- Chairing / delegating responsibility for Our Student team meetings

The line management also includes being responsible for:

- Overseeing the Pastoral Teams
- Overseeing the Enrichment Team
- Overseeing the ACHIEVE Team
- Overseeing School Counsellors and the counselling service
- Overseeing and working closely with the Student and Parent Service contractors

Student Pastoral Care

- Leads the pastoral development and well-being of students, including ensuring pastoral care systems and procedures are effective
- Leads the pastoral care and induction of new students and families as well as the planning and preparation for students leaving school
- Oversees the effectiveness of Year level pastoral teams
- Recognises and deals with situations where students are unhappy, unsettled or not making progress as they should (together with the Vice Principal for Learning and Progression)
- Liaises effectively with outside partners and child support agencies, including making home visits, where appropriate
- Leads and oversees transition arrangements across the school



Leadership

- Creates an ethos and provides the vision, enthusiasm and direction for excellent pastoral provision and the development of students' social, moral, cultural and spiritual development
- Leads staff pastoral PLOs
- Promotes and safeguards the welfare of our students at all times and works in
- Works in collaboration with the Vice Principal for Our Staff on culture and well-being in order to flourish as a whole school

Child Protection Officer

- Oversee the Child Protection Team as part of the School's Safeguarding Procedures (overseen by Vice Principal for Our Students)
- Review the Child Protection Policy and Action Plan in accordance with UK Guidelines

Curriculum and wider learning

- Leads the pastoral development and well-being of students, including ensuring pastoral care systems and procedures are effective
- Ensures that Student Voice is at the heart of our planning
- Oversees the application of the principles of positive psychology in an educational setting, ensuring that academic and well-being strands of learning are interconnected and present explicitly and implicitly in student learning and support pathways
- Supports the ACHIEVE and Enrichment curriculum development and provision including:
 - assemblies
 - charity days and awareness weeks
 - Service learning
- Oversees ECAs and after-school Sports provision (through Enrichment Leader/ECA Coordinator)
- Oversee Trips Week (through Enrichment Leader)
- Leads Wider Learning Days ensuring appropriate balance of learning opportunities and development of skills

Learning Environment

The VP for Our Students will work with the Vice Principal for Learning and Progression to ensure that the learning environment in all areas of the school is learning focused by:

- Ensuring classroom environments are student centred and conducive to learning
- Ensuring that all areas of the school support the development of the KLASS Values and Learner Attributes
- Promoting curriculum approaches and pedagogy through informative displays

Student Achievement and Leadership

- Oversees student leadership through:
 - Student Council
 - Peer Support
 - Prefects



- House System
- Student Coaching
- Supports the Vice Principal Community and Operations in the celebration of student achievement through:
 - Assemblies
 - KLASS Times
 - Communication with home
 - Annual presentation assemblies
- Oversees student surveys
 - analyses results
 - reports on results at Campus level
 - writes action plans as appropriate

Relations with parents and the wider community (including Primary Campus)

- Represents the school on the PTA committee
- Oversees pastoral liaison with Parents
- Oversees parent questionnaires
- Ensures there is effective induction on school procedures and policies for new parents
- Oversees school initiatives for charity, community service and outreach
- Takes active measures, including the organisation of events for parents, to ensure that parents feel welcome in the school
- Reviews and oversees communication to parents including:
 - Parent handbooks and communication guide
 - Parent workshops (together with the Vice Principal for Community and Operations)
 - SMS communication
 - Yearbook
 - School publications
 - KLASS Times articles

Student Support

- Oversees counselling programme ensuring clear communication and effective student support