

Job Description	
Job Title:	Vice Principal – DSL, Behaviour and Attitudes; Pupil wellbeing
Grade:	L18 - L22
Responsible To:	Principal
Responsible For:	Designated Staff across the school
Liaising with:	Multi Academy Trust School staff and leadership teams, Parents and students, External agencies, Visitors, Trustees

Purpose

1. To support and assist the Principal by providing dynamic leadership and management, sharing and modelling the school's vision and values in everyday work and practice.
2. To develop, deliver, and lead pastoral care across the school, including being the DSL (Strategic), overseeing student attitudes and behaviour, attendance, and student well-being.
3. To strategically lead the implementation of RGS pastoral systems to secure high levels of attendance and outstanding behaviour.
4. To undertake any professional duties delegated by the Principal and carry out the professional duties of the Principal in the event of their absence.
5. To contribute to the development and delivery of the school and Trust's vision and values as determined by the Thames Learning Trust.

Main Duties and Responsibilities

Strategic Direction

- To deputise for the Principal as and when required, alongside the Vice Principal (Curriculum and Assessment).
- To assist the Principal with formulating, implementing, reviewing, and ensuring that the vision, aims, objectives, policies, and procedures of the school are clearly articulated, shared, understood, and acted upon effectively.
- To assist the Principal, Trustees, and SLT in creating and communicating a clear educational vision, ethos, and direction for the school based on a philosophy of continuous improvement.
- To work collaboratively with the Principal and Senior Leadership Team to ensure outstanding leadership, internal organisation, and management across the school.
- To attend and advise at Full Trustees Meetings and various sub-committee meetings as required.
- As a member of the Senior Leadership Team, to lead on areas of the school development plan and school evaluation.



- To develop and consistently implement whole-school aims and policies that reflect the school's commitment to high achievement and attainment.
- To have an accurate knowledge and understanding of the school's effectiveness and be able to identify and develop strategies for improvement.
- To support the whole-school ethos whereby teachers are motivated to develop and improve their own practice.
- To ensure all staff have high expectations of what students can achieve and support efforts to improve the progress and outcomes of all students.
- To assist the Principal in promoting and maintaining positive relationships with students and all stakeholders.
- To take responsibility for the leadership and management of a variety of whole-school areas.
- To share responsibility for the daily administration and management of the school, discharging routine leadership functions such as taking assemblies, dealing with student behavioural issues, and line-managing other staff.
- To promote and be involved in the wider life of the school community.

Whole School Responsibilities

The Vice Principal will take responsibility for the following whole-school responsibilities:

- **Safeguarding:** Oversee safeguarding across the school and act as the school's Designated Safeguarding Lead (Strategic).
- **Strategic Leadership and Management of Behaviour and Attitudes:** Lead the strategic approach to student behaviour and attitudes.
- **Strategic Leadership of Inclusive Attendance:** Lead the strategy for inclusive attendance.
- **Strategic Leadership of Personal Development:** Maintain high-quality pastoral care by planning and delivering effective CPD, staff meetings, pastoral meetings, and Leadership Team meetings. Line manage pastoral and curriculum leaders.
- **Planning, Implementation, and Evaluation:** Plan, implement, monitor, and evaluate the impact of work within key responsibilities.
- **Leading as a Professional:** Be a leading professional in the school.

Strategic Direction and Development of the School (Planning, Development, and Coordination)

- To have strategic oversight of the whole-school personal development curriculum intent, ensuring it is implemented across all classrooms so that curricula are well-planned and sequenced, building on new knowledge and skills towards clearly defined endpoints.
- To develop and maintain policies and practices across the school that promote inclusion, effective behaviour for learning, and British Values, maintaining a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community, and the wider world.
- To foster a learning culture that is supportive, innovative, and responsive to the needs of learners. To sustain a high-quality CEIAG program.



- To ensure effective learner support mechanisms are in place to maximize chances of success. Introduce strategies that support learners in developing confidence, resilience, and knowledge to maintain mental and physical health.

Safeguarding

- To take lead responsibility for safeguarding and child protection across the school, including online safety and understanding the filtering and monitoring systems in place.
- To participate in strategy discussions and inter-agency meetings, contributing to the assessment of children.
- To advise and support other staff on child welfare, safeguarding, and child protection matters, and liaise with relevant agencies such as the local authority and police.
- To ensure that while some safeguarding activities are delegated to deputies, the DSL (Strategy) will retain ultimate lead responsibility for safeguarding and child protection.

Behaviours and Attitudes

- To establish and sustain high expectations of behaviour for all, based on the school values, positive relationships, and routines, which are clearly understood by all staff and pupils.
- To monitor and promote a calm and orderly environment based on positive relationships, rules, and clear routines and expectations for the behaviour of pupils.
- To embed a clear and effective behaviour policy with clearly defined rewards and consequences, applied consistently and fairly by all staff, and understood by all stakeholders.
- To analyse patterns and trends related to behaviour, rewards, and consequences, and the impact on educational outcomes for all.
- To lead on strategies to promote positive behaviour across the school.
- To develop strategies that enable pupils to remain highly motivated with positive attitudes to their learning.
- To line-manage the internal exclusion room and promote positive behaviour and student self-regulation.
- To work with linked members of SLT to ensure that pastoral leaders and Heads of Department (HODs) are working with pupils who have been removed from their lessons, ensuring reintegration meetings have been conducted with staff and parents.
- To oversee the reintegration meetings process and review interventions and support currently in place for pupils.
- To ensure that interventions for pupils at each phase of the behaviour policy are adequate, supportive, and will enable pupils to achieve well.
- To implement consistent, fair, and respectful approaches to managing behaviour.

Inclusion

- To ensure that the inclusive vision for the school is embedded so that all students, particularly vulnerable students, make significant progress.



- To work in partnership with the Assistant Principal – Inclusion (SENCo) to provide CPD to support staff in developing effective intervention strategies for all groups where necessary.

Attendance

- To oversee the strategic leadership and management of student attendance and monitoring systems to ensure that all pupils, including vulnerable pupils, attend and achieve well.
- To implement, monitor, and review systems to promote high levels of attendance.
- To analyse and report attendance data to key stakeholders, evaluating the impact and implementing actions in line with the inclusive attendance strategy.
- To lead and hold stakeholders accountable for the successful delivery of the inclusive attendance strategy while providing necessary support.

Leading and Managing Staff

- To contribute to performance management and appraisal arrangements to ensure they are effective in securing outstanding academic performance.
- To be committed to the management of performance through the school's appraisal cycle.
- To line-manage agreed members of the Pastoral Team, Heads of Department, and Subject Leads to ensure effective delivery of the curriculum and implementation of pastoral processes and systems, in line with school policies, securing high-quality education.
- To support the development of individuals and subject teams to improve and enhance performance.

Effective Deployment of Staff and Resources

- To lead in the recruitment and deployment of teaching and support staff.
- To manage budgets for your areas of responsibility.

External Relations

- To represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE, and a wide range of organisations and agencies.

Quality Assurance

- To effectively implement appropriate whole-school quality assurance systems.
- To monitor the work of curriculum teams and ensure evaluative reports are produced in line with the school's self-evaluation policy.

Data Protection and Safeguarding

- To work within the requirements of Data Protection at all times.
- To understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issues or concerns.
- To remain vigilant to ensure all students are protected from potential harm.



General

- The post-holder will be expected to undertake any appropriate training provided by the Principal/Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor, and maintain high standards of health, safety, and security in the workplace, ensuring all mandatory regulations are adhered to.

This job description contains the main accountabilities related to the post and does not describe in detail all the duties required to carry them out. The post-holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safer Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.