

## Job Description

### Post: Vice Principal (Behaviour and Culture)

#### Purpose

To challenge educational and social disadvantage by working with the Principal to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead happy, purposeful and successful lives.

#### Duties and Responsibilities

- Live the mission and values every day.
- Lead all aspects of behaviour, attendance safeguarding; including line-management of Assistant Principals and the SENDCO
- Ensure a daily climate that is calm, positive and ambitious, constantly working to craft the culture of an outstanding Dixons Academy
- Sweat the small stuff so that standards are exceptionally high and all can thrive
- Espouse the unswerving belief that our young people can and will succeed and deserve nothing less than the very best educational experience
- Constantly role-model our warm-strict approach to managing behaviour, upholding the highest expectations for our daily routines and practices
- Work tirelessly to include the most vulnerable and ensure their needs are met, while taking an uncompromising approach to high expectations, ensuring fairness for all
- Ensure that the academy's systems and processes for managing behaviour and attendance are well considered, efficient and fit for purpose; upholding the principles of transparency, integrity and probity.
- Use all available data to identify the strategy to drive up standards
- Work to safeguard and protect children in collaboration with other agencies as appropriate and ensure all aspects of our child protection procedures are robust and highly effective
- Be a highly visible, consistent and supportive presence in and around the academy; serve the staff and students by creating and over-communicating clarity.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Challenge underperformance at all levels with effective corrective action
- Liaise with all stakeholders to support school improvement and maximise students' progress
- Ensure all staff follow academy guidelines and implement policies; hold self and others to account
- Manage own workload and that of others
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members
- Highlight any areas for concern and support staff in reaching the expected standards of performance
- Provide regular reports to key stakeholders on the success of strategies and procedures
- Manage the academy's involvement in relevant networks such as the Behaviour and Attendance Collaboration
- Lead meetings and training sessions
- Participate in, and lead, coaching; work in effective partnership with other leaders in the Trust
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan
- Carry out the professional duties of the Principal in the event of his absence from the academy
- Carry out any other reasonable duties as requested by the Principal

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***