



**St. Dominic's  
Sixth Form College**

**St. Dominic's R.C. Sixth Form College**

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Website: [www.stdoms.ac.uk](http://www.stdoms.ac.uk)  
Principal: Andrew Parkin MA

## **Job description for the position of Vice Principal**

**Title of Post:** Vice-Principal

**Responsible to:** The Principal

**Purpose:** To assist the Principal in providing leadership and direction in order to ensure the College delivers its Mission as a Catholic community and meets the strategic objectives agreed with the Governing Body.

**Contract:** Full time, permanent

### **Key Senior Leadership Accountabilities**

1. Catholic Mission and Ethos
2. Leadership and Management
3. Teaching, Learning, Curriculum
4. Admissions, Enrolment, Induction
5. Pastoral support of students
6. Community and external liaison
7. Other duties as required by the Principal

### **Key Tasks**

#### **1. Catholic Mission and Ethos**

- a. To be a practising Catholic and understand fully the distinctive nature of Catholic education
- b. To work with all staff, students, governors, parents and other stakeholders to uphold the Mission of the College
- c. Support the Catholic ethos of the College by being an example of servant leadership and upholding the teachings of the Church
- d. To actively support and engage with the Mission of St. Dominic's Sixth Form College by encouraging academic excellence and supporting personal and spiritual growth
- e. To lead, plan and prepare acts of worship as and when required
- f. To have an understanding and knowledge of the Section 48 Inspection Framework, as defined by the Catholic Education Service

#### **2. Leadership and Management**

- a. Deputise for the Principal
- b. Be the nominated lead for the College inspection process and all aspects of Quality Assurance
- c. Contribute and lead relevant sections of the College Self-Assessment Report each year in conjunction with the rest of the Senior Leadership Team
- d. Provide appropriate levels of support and challenge to Heads of Department, Heads of Subject and teaching staff
- e. Provide line management as agreed with the Principal
- f. Contribute to the Performance Management review process of a range of teaching and non-teaching staff
- g. Present reports, both written and verbal, to a range of stakeholders including governors, parents and other stakeholders
- h. Ensure that major events are planned well in advance taking account of the views and responsibilities of all parties

- i. In conjunction with the rest of SLT, ensure that all staff are regularly consulted on communication and make improvements to methodology where possible
  - j. To be a visible presence around the College, working with staff and students, providing strategic as well as day to day leadership
  - k. To lead, plan and have oversight of all trips and visits including those overseas
  - l. To support overseas visits as required by the Principal
  - m. To contribute to the strategic planning of the Governing Body
  - n. To attend Governing Body Committee meetings as required
  - o. Chair the Friends of St. Dominic's Association
- 3. Teaching, Learning, Curriculum**
- a. Be an outstanding practitioner, passionate about teaching and learning
  - b. Support teaching and learning through professional training, development and modelling
  - c. Have experience of developing pedagogy and practice through INSET and performance development
  - d. Through line management, observe teachers on a regular basis as part of the Quality Assurance Cycle
  - e. Lead INSET on teaching and learning and the curriculum as and when required
  - f. Contribute to the annual teaching and learning conference as and when required
  - g. Manage and review the College's curriculum each year, reporting to SLT, staff and governors and other stakeholders
  - h. Working alongside other colleagues, complete the timetable each year, ensuring value for money and a 'needs matched' model
  - i. Ensure that the curriculum fits with our Catholic mission and the wishes of the Church
- 4. Admissions, Enrolment, Induction**
- a. Have oversight of the College admissions process
  - b. Work with colleagues to support the enrolment and induction of new students each year
  - c. Report to Governors throughout the year on the recruitment and admissions process at the College
- 5. Pastoral support of students**
- a. Be trained at Level 3 for safeguarding
  - b. Play a full role in the pastoral support for all students in the College, liaising with other senior colleagues, Directors of Learning, Senior Tutors, Tutors and pastoral staff
  - c. Liaise with external 'pastoral' agencies, as and when appropriate
  - d. Support colleagues with the development of the tutorial programme
  - e. In conjunction with other SLT colleagues, ensure the effective implementation of key pastoral policies, including Equality and Diversity and the College Code of Conduct
  - f. Ensure appropriate conduct of students through regular and frequent monitoring outside of normal lesson time, both within the College and in the immediate neighbourhood
  - g. Assist the pastoral team in providing support for students giving cause for concern
- 6. Community and external liaison**
- a. As and when required, ensure that there is effective communication with the College's immediate neighbours
  - b. To work with local head teachers to effectively promote all aspects of the College
  - c. Ensure that there is effective communication with parents of students
  - d. Ensure that the College is marketed effectively both internally and externally working with colleagues across the organisation
- 7. Other duties as required by the Principal**
- a. To teach within your own specialism
  - b. To be a member of the Senior Leadership Team and chair meetings as directed
  - c. To contribute to the strategic planning of the Governing Body
  - d. Other tasks as prescribed by the Principal