

Roles and Responsibilities: Vice Principal Pastoral

At ISH we inspire personal excellence by encouraging our students to be curious, connected and compassionate. We use student-led inquiry to develop curiosity in authentic and challenging contexts. Students learn to apply their knowledge and skills to deepen conceptual, disciplinary and interdisciplinary understanding by making effective connections with other people and their ideas. Our students learn how to become compassionate and proactive global citizens through collaborative projects both in, and beyond, the classroom.

Staff at ISH achieve these high standards by recognising that, like our students, we are lifelong learners who must continually reflect upon their own professional practice, as well as striving to be excellent role models for the ISH Community Profile.

Roles and Responsibilities	Vice Principal - Pastoral Reports to: The Principal
Job Purpose:	To lead the pastoral life of the school in line with the Guiding Statements and Strategic Plan
Key Task Areas	Specific tasks include:
Academic	Support students' academic success through effective pastoral and wellbeing programmes
Pastoral	Lead a culture of personal excellence through the school's pastoral and wellbeing programmes and by leading a culture of high expectations for behaviour and attendance
Experiential	Support Experiential learning activities and their integration into the pastoral programme
	<ul style="list-style-type: none"> ● Ensure a supportive and psychologically safe environment by providing supportive, creative and inspiring leadership for the school's pastoral programmes ● Lead a culture of high expectations for behaviour and attendance ● Support and enable innovative educational projects and approaches in line with our guiding statements ● Lead the professional learning and appraisal process for pastoral staff in accordance with the school's CPL and Appraisal Policy ● Use data and evidence effectively and appropriately to evaluate the effectiveness of current practice in order to lead whole school improvements ● Provide students with a wide range of high-quality pastoral learning opportunities in line with the Guiding Statements and strategic plan ● Lead behaviour for learning across the Secondary school: <ul style="list-style-type: none"> ○ Oversee the development and implementation of the behaviour policy, protocols and procedures ○ Lead on attendance. ● Lead safeguarding and child protection: <ul style="list-style-type: none"> ○ Undertake the responsibilities of the designated safeguarding lead (DSL) for ISH Secondary in close collaboration with the DSL for ISH Primary (see appendix 1) ● Lead Professional Learning within the pastoral section: <ul style="list-style-type: none"> ○ Oversee the development and implementation of effective induction procedures for new mentors and other staff within the pastoral system in conjunction with the Deputy Heads Pastoral ○ Coordinate and manage professional learning opportunities for all staff relating to pastoral care and behaviour for learning ● Lead the pastoral system: <ul style="list-style-type: none"> ○ Oversee and evaluate the continuity of the pastoral programmes across the secondary school including Flourish, Nourish and other preventative programmes

	<p>and ensure that these programmes are complementary to and build upon those in ISH Primary</p> <ul style="list-style-type: none"> ○ Use appropriate data to achieve the above ○ Ensuring that parents are well informed about the school’s pastoral care programmes and systems and where appropriate provide learning opportunities for parents to support the aims of the pastoral system at ISH <ul style="list-style-type: none"> ● Oversee and evaluate the implementation of an effective transitions programme ● Monitor and evaluate the guidance and support offered to students relating to transition into alternative or higher education and/or into employment; ● Lead point for the Student Wellbeing department and Care Coordinator, including overseeing the implementation of the school’s care structure
<p>School Leadership</p>	<ul style="list-style-type: none"> ● Provide leadership that promotes staff wellbeing as well as improving both student and staff outcomes ● Support the vision, ethos and policies of the school and promote high levels of student achievement (academic, personal and social) ● Maintain strong and effective working relationships with all members of the Secondary Leadership Team (SecLT) so that a shared vision and approach is implemented through the complementary academic, pastoral and service learning strands of the school, thereby ensuring a coherent student experience ● Lead an evidence-based school culture that values educational research and best practice, where evidence and data are integral to decision making and additional sources of such information are developed as necessary ● Impart an approachable, authoritative and visible presence in and around the school to provide support for staff, students, parents and the local community ● Support the creation and implementation of school development plans and take responsibility for appropriately delegated aspects of it ● Contribute to the processes of planning, policy development and implementation across the whole school; ● Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance to enable this ● Attend regular leadership team meetings as part of the Secondary Leadership Team (SecLT) and whole school leadership team (SLT) ● Attend Parent Representative and MR meetings (where necessary) to keep the parent community well informed on matters pertinent to the pastoral section ● Take a lead in conveying high expectations in all aspects of school life ● Work flexibly in supporting the day-to-day organisation and management of the school with regards to the parameters of the post
<p>Administration</p>	<p>Ensure efficient, supportive and professional administration associated with the role</p> <ul style="list-style-type: none"> ● Support the evaluation of the effectiveness of the school’s policies, developments and objectives with particular focus on those pertaining to the school’s pastoral care provision and systems e.g. safeguarding, pastoral care provision and systems, Behaviour for learning, Student Wellbeing etc. ● Oversee the development and implementation of the relevant pastoral and welfare policies, protocols and procedures <ul style="list-style-type: none"> ○ Strategically monitoring and evaluating the above, ensuring that they are consistently updated and kept in line with evidence based best practice; ● Collaborate with other VPs and the Principal to ensure an effective admissions process ● Collaborate with other VPs and the Principal on the development of the timetable, with a particular focus on those aspects that relate to the pastoral system e.g. allocation of mentors ● Collaborate with other VPs and the Principal on recruitment, with a particular focus on those aspects that relate to the pastoral system e.g. Year Leaders, Assistant Year Leaders, Counsellors etc.

	<ul style="list-style-type: none"> ● Attend Parent Representative and MR meetings to keep the parent community well informed on matters pertinent to the pastoral section
Professional efficacy	<p>Show leadership in full accordance with the ISH Guiding Statements, school policies, protocols and procedures and create a culture which demands others do the same</p> <ul style="list-style-type: none"> ● Facilitate effective collaboration and consultation within and between the pastoral teams and relevant support teams ● Work closely with other leaders to ensure effective collaboration and consultation, seek solutions and foster collegiality ● Communicate effectively with the school community; staff, parents and students ● Encourage applied research, connect research results with prevailing educational concepts and make proposals regarding educational development and innovation
Professional Development	<p>Lead a culture of lifelong learning, and commitment to professional development</p> <ul style="list-style-type: none"> ● Keep abreast of developments in international schools to ensure that ISH maintains a place at the forefront of international good practice ● Identify appropriate professional development opportunities for members of the pastoral and relevant support teams. ● Cascade professional learning to the rest of the pastoral team and the wider community as and when appropriate ● Lead, promote and enable innovation through one's own professional learning, research of best practice (with a particular focus on pastoral provision), and by promoting ongoing professional feedback and initiatives by other staff members <p>Lead the CPL and Appraisal process for pastoral staff by:</p> <ul style="list-style-type: none"> ● Setting the vision and strategy to allow research to flourish across the school by building research capacity and capability; ● Evaluating and developing relevant policy and protocols pertaining to CPL and Appraisal and the BlueSky system; ● Providing necessary training for all pastoral staff to enable them to perform their particular roles and responsibilities relating to CPL and Appraisal; ● Ensuring that the BlueSky system is updated as necessary, to account for new staff, staff leavers, and changes in staff roles/responsibilities. <p>Lead Professional Learning within the pastoral section by:</p> <ul style="list-style-type: none"> ● Ensuring the development and implementation of effective induction procedures for new members of pastoral staff and new teachers in conjunction with the new staff coach; ● Coordinating and managing professional learning opportunities for all staff relating to pastoral programmes in collaboration with other leaders and in line with the Guiding Statements
Line Manages:	<ul style="list-style-type: none"> ● Deputy Heads Pastoral (Student Guidance; and Student Data and Logistics) ● Year Leaders ● Student Wellbeing Coordinator/ Care Coordinator ● Careers Coordinator ● Transitions coordinator ● Mentor programme coordinators ● Anti-bullying Advisor

APPENDIX 1

NOTE: VP Pastoral also acts as the safeguarding lead:

Designated Safeguarding Lead (DSL): ISH Secondary

The designated safeguarding lead (DSL) is responsible for safeguarding and child protection at ISH by working in collaboration with the DSL for ISH Primary to ensure consistency in implementation and evaluation of all safeguarding and child protection policies, protocols and procedures.

The DSL will have the appropriate status and authority within the school to carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings and/or to support other staff to do so. Formal training must be updated every two years. There will be appointed a deputy designated safeguarding lead who will be trained to the same standard as the DSL. The DSL and Deputy DSL will lead the child safeguarding committee, which will include representatives from across the staff body.

Whilst the activities of the designated safeguarding lead can be delegated to the deputy, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility will not be delegated.

Key Tasks

- Lead the development, implementation and regular evaluation (at least once per year) of the policies, protocols and procedures relating to safeguarding and child protection;
- Lead the safeguarding committee in raising awareness of issues pertaining to safeguarding and child protection throughout the school community, including students, staff and parents: in particular ensuring that all students are aware of their rights in school and what to expect of the adults in their lives and what to do if these rights/expectations are violated;
- Lead the safeguarding committee in ensuring that the school's safeguarding and child protection policies, protocols and procedures are known, understood and used appropriately by staff, students and parents;
- Ensure that all staff are aware of and fulfil their reporting obligations in accordance with the school's reporting policy;
- Undergo formal CIS training every two years to ensure up to date and best practice within the school;
- Engage in continuous professional learning to allow them to understand and keep up to date with any developments relevant to their role;
- Follow up all allegations in line with the school's managing allegations policy, which is in accordance with national legal requirements;
- Keep the Principal informed of issues especially ongoing internal or independent inquiries and police investigations;
- In collaboration with the Deputy DSP, liaise with assigned "case managers" and designated representatives of external bodies dealing with child protection concerns (all cases which concern a staff member);
- Liaise with staff on matters of safety and safeguarding and, when deciding whether to make a referral by liaising with relevant agencies, act as a source of support, advice and expertise for staff;
- In conjunction with the principal and communications manager and in line with the communications policy, ensure effective communications to the school community regarding any allegations and ongoing enquiries (internal and/or independent) and police investigations;
- Lead the Deputy Heads Pastoral, Student Wellbeing Coordinator and Career Coordinator to ensure that the pastoral systems and programmes effectively support the high expectations set out in the safeguarding policy.