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| **Post Title and Grade:** | **Associate Vice Principal - Character and Achievement** |
| **Reporting to** | **Deputy Principal/Principal** |
| **Liaising with** | Teaching Staff, Associate Staff, Parents and Carers, Higher Education Providers |
| **Specific areas of responsibility** | |
| **Student Achievement**   * To identify key student groups to target as a result of analysis and evaluation of internal and external assessments (post academic profile) * To coordinate, monitor and evaluate support strategies used to raise attainment, secure outstanding progress and address under performance of individual students through individual RAP meetings * To oversee subject evenings/tutor face to face evenings * To co-ordinate the celebration of success/motivation post academic profile for individual and groups of students such as letters home and celebration breakfasts * To support the Head of Year to deal with parents and talk to students to confirm sanctions where issues arise that cannot be dealt with by HOY such as fixed term/permanent exclusion * To take a lead role in monitoring students learning behaviours * Produce a half termly report on the Behaviour, Progress and Personal Development of students * To oversee the schedule for PPEs and subsequent intervention including coursework catch ups * Quality assure the pastoral intervention put in place by the HOY | |
| **Character Development**   * Plan an annual assembly program to celebrate success, raise aspirations and develop learning behaviours - assemblies * To promote a variety of enrichment opportunities to all students and measure the impact on Character and Achievement * Create opportunities for students to develop leadership skills through a variety of roles and responsibilities eg. Anti Bullying Ambassadors and Senior Students * Evaluate the impact of wider enrichment using MyPoints, motivation scores and progress data * In collaboration with others, plan a Personal Development Programme which meets the needs of learners and evaluate the effectiveness on termly basis - review tutor programme - data driven analysis and curriculum meeting/tutor time learning walks and student voice * Produce weekly notices for both tutors and students | |
| **Specific Role and Responsibilities**   * To oversee admissions and appeals process, monitoring student numbers and waiting lists * To oversee all in year admissions including new students, fair access students and students on a managed move including inductions and communication with stakeholders. * To oversee the transition of students into Year 7 including the organisation of transition days, communication with all feeder schools, tutor parent contact evening * To represent the school during the appeal process * Review the Admissions and Appeals policy on an annual basis and send to local authority and informing them of changes * To be aware of changes in legislation and make changes to policy and procedures accordingly * To oversee persistent absenteeism and ensure appropriate strategies are in place and that Pupil Movement Forms and Missing in Education forms are completed appropriately. - HoY meeting weekly * To line manage the College Leaders | |
| **Key Tasks** | |
| **Daily**   * Check MyPoints logs and actions taken by staff and HoY * Liaise with subject teachers, tutors, parents and SPACE as and when required * Place and monitor students on report as and when necessary * Promote and model high standards of dress, punctuality and attendance at all times * Celebrate success by awarding MyPoints and using social media | |
| **Weekly**   * Supervise detentions * Provide information to the Leadership Team on a weekly basis of student concerns and actions (informed by MyPoints and or safeguarding concerns) * Contribute to the Year group notices and assemblies * Celebrate success and using Twitter/Staff and student email, parent mail * Review attendance and punctuality for the year group and bring to the weekly meeting | |
| **Half Termly**   * Plan and deliver year group meetings in collaboration with the Head of Year * Plan and deliver a celebration assembly * Plan and coordinate appropriate staff training in relation to the year group | |
| **Termly**   * Identify students with low motivation/progress scores and put in place support to address barriers to learning. * Coordinate a concerns evening for students significantly underachieving as identified by Academic Profile data * Contribute to the Governors report as and when appropriate * Contribute to Pulse | |
| **Annually**   * Support with the Year 7 Induction Days * Support with the Senior Student interviews * Support with GCSE results day * Coordinate annual subject evenings | |
| **Teaching**   * To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher | |
| **Safeguarding**   * To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders * To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy * To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders * To consider at all times what is in the best interests of the child * To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care * To take action to enable all children to have the best outcomes * To ensure students are made aware and supported with regard to local contextual issues | |
| **General Leadership Responsibilities** | |
| * To assist the Principal in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on student achievement * To assist the Principal in all aspects of the day-to day administration and organisation of the school * To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest possible standards of teaching, learning and student behaviour * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures * To play a significant role in formulating the School Improvement Plan (SIP) and the Self Evaluation Form (SEF) along with the Principal, Governors and other senior staff * To work with the Director of Logistics in order to ensure that internal data informs strategy and intervention, where required * To ensure the Behaviour Management Policy is implemented so that effective learning can take place * To participate in and lead CPD * To provide support and guidance to school leaders and other staff * To take a leading role in improving the involvement of parents, carers and the community in the life of the school * To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example * To continue personal development as agreed * To engage actively in the performance review process | |
| **Additional Duties** | |
| To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example | |
| **Other Specific Duties** | |
| To continue personal development as agreed  To engage actively in the performance review process  To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to adhere to Holyhead’s agreed Code of Conduct  *The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.* | |

Personal Development and Character

MyPoints

Motivation

Enrichment summary

Safeguarding

Personal Development Programme

Behaviour and Attitudes

MyPoints

Fixed terms

PX

MM

AP

Internal exclusion

Intervention and Needs

Attendance

Punctuality

Achievement

Progress data