

## Vice Principal

### Job Description

**Date of Issue: 10 February 2025**

**Line Manager: Executive Principal**

### The Role

The Vice Principal (VP) is a whole-school role, reporting to the Executive Principal. The VP will be the line manager to the Assistant Principal (Pastoral) and Assistant Principal (Academic) in the Secondary School and the Assistant Principal (Extension) for the whole school, overseeing their responsibilities until their appointment or in their absence and deputising for the Executive Principal, as required. The VP will assume day-to-day responsibility for all educational matters in the Secondary School and provide support and advice to the Vice Principals in the Primary and Kindergarten divisions, particularly in matters of Safeguarding and Child Protection, ensuring consistency and continuity.

The aim of the post is to provide leadership across the whole school to ensure a coherent understanding of the school's ethos and aims, and to ensure the very highest standards of compliance with internationally recognised safeguarding and child protection. Areas of responsibility include:

- Pastoral Care
- Academic Excellence
- Extension Opportunities
- Community Values

The VP is a member of the school's Executive Leadership Team (ELT) which meets every fortnight, the Secondary Senior Leadership Team which meets every week and is also invited to attend weekly meetings of the Primary Senior Leadership Team. The VP will convene regular group and individual meetings, as required, with other senior leaders, HSMs, Wellbeing Counsellors and the Medical Team.

As a member of ELT, the VP will share management responsibilities with other ELT members as senior member of staff on call at agreed times in a special rota. Whilst the VP is not expected to live on campus, they should be available to assist HSMs with management issues beyond the school day and should quality assure the work of the Boarding Team on evenings and weekends.

Duties and Responsibilities listed below, which are neither exhaustive nor exclusive, are in addition to teaching duties as defined in the job description for *Member of Faculty*. The weekly teaching expectation is 8 periods (40-45 minutes) in a relevant academic discipline. The VP will not be allocated tutees in the first instance but may agree to take responsibility for specific tutees at a given time.

## **Duties and Responsibilities**

The VP will be required to:

- promote the ethos and aims of the school and act as an ambassador at every opportunity
- maintain a high visible presence around the school, promoting the school's values of harmony, trust and decency at every opportunity through interactions with all members of the school community
- have an open-door policy to listen to the views and needs of all members of the community with a sympathetic ear and then act in a positive and robust manner to solve problems, initiate good ideas and counter poor practices
- prioritise safeguarding and welfare of all students in the School
- maintain Level 3 Safeguarding and Safer Recruitment qualifications and follow best practice
- take ownership of and actively promote the school's Pastoral policies and procedures for Safeguarding & Child Protection; Registration, Attendance and Supervision; Spiritual, Moral, Social & Cultural Education; Personal, Social, Health & Economic Education; Behaviour & Consequences; Mental Health, Wellbeing & Counselling; Countering Bullying; Physical Restraint; Digital Devices & E-Safety; Rewards & Prizes; Medical Services; Boarding, House & Tutorial System; Boarding Handbook; Tutorial Procedures; Equality; and Health and Safety; etc.
- lead on the School's Behaviour & Consequences Policy and Rewards Policy and, by encouragement, reward and a clearly understood and fair system of sanctions, foster acceptance of the rules and expectations of students' behaviour in the School
- always act in the best interests of the students, putting them at the centre of each concern
- be aware of best practice guidelines such as the Minimum Standards of Boarding supported by the Boarding Schools' Association (BSA), the UK Independent Schools' Inspectorate (ISI) and the Council of British International Schools (COBIS) standards as quality indicators and support the school in meeting and exceeding these
- provide for the Executive Principal a short monthly report, biannual information for inclusion in the report to the Board and an annual Extension Development Plan
- take part in the assessment and appointment of staff
- take part in such appraisal or staff review arrangements as are made by the School
- support the marketing of the School and meet prospective parents and students
- carry out any other reasonable tasks for the benefit of the school as requested by the Executive Principal

## **Person Specification**

The role of VP is an important and senior position in the School and the successful candidate should:

- have significant leadership experience in independent boarding school
- demonstrate high levels of leadership and detailed management
- present an imaginative vision for holistic education in a high achieving, dynamic, progressive school
- demonstrate a positive and authoritative rapport with all students and staff
- have a warm and engaging manner, and a positive outlook
- have highly effective communication skills for dealing with students, parents and staff
- be organised, energetic and self-directed
- have excellent academic qualifications and subject knowledge
- be an experienced teacher capable of delivering dynamic and effective lessons
- be committed to boarding school life and willing to engage in a range of extra-curricular activities