



## KOINONIA FEDERATION JOB DESCRIPTION

<b>Job Title</b>	Vice Principal	<b>Location</b>	Peninsula Secondary Phase
<b>Reports to</b>	Principal	<b>Function</b>	Leadership

<b>Purpose</b>	To effectively work with the other senior leadership team members to lead, manage and support Key stage 3, 4 and 5 at St Mary Magdalene C of E All Through School, as a place for outstanding academic provision and excellent pastoral care where the development of the whole person is paramount.
<b>Scope</b>	<p>The Vice Principal is expected to deputise for and support the Principal with regard to internal organisation and management of the school, take a leading role in the co-ordination of the whole secondary phase and upholding through personal example the Christian ethos on which the school's life is based.</p> <p>Alongside the members of the Strategic Leadership Team and the Senior Leadership Team, you will be responsible for the strategic direction of KS3 – KS5 and all aspects of the day-to-day management of the secondary phase.</p> <p>In particular, the Vice Principal is expected to strategically lead and work alongside other senior leaders on elements of the pastoral provision and/or academic progress. The specific scope of the role will be determined after appointment, but may include:</p> <ul style="list-style-type: none"> <li>- Academic outcomes, attainment and progress</li> <li>- Quality of education</li> <li>- Inclusion and pastoral care</li> <li>- Christian ethos and the promotion of equality</li> <li>- Timetabling</li> <li>- Staff development and CPD</li> <li>- Whole school behaviour</li> <li>- Safeguarding</li> </ul>
<b>Key Contacts</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Executive Co-Headteachers</li> <li>• Principal</li> <li>• Secondary Phase Leadership team</li> <li>• Secondary Phase Teaching, Learning, Behaviour and Pastoral teams</li> <li>• SENCO</li> <li>• HSLW</li> <li>• Attendance administrative staff</li> <li>• Student Welfare Officers</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Royal Borough of Greenwich Local Authority</li> </ul>

	<ul style="list-style-type: none"> <li>• Department of Education</li> <li>• Southwark Diocese and key stakeholders of Diocese inc local Churches and AGAS</li> <li>• Ofsted/SIAMS</li> <li>• Other secondary schools in the LA/Diocese and outside</li> <li>• Community, Business or other organisations</li> </ul>
<p><b>Joint Accountabilities</b></p> <p><i>This statement template aims to set out the main accountabilities of the job identified above. It is in no way exhaustive and the jobholder's will be expected to carry out any other duties as required and as commensurate with their grade/level in the Federation and subject to the Federation providing any necessary training.</i></p>	<p><b>Strategic Leadership and Management</b> <b>Working Within the Federation vision and values:</b></p> <ul style="list-style-type: none"> <li>• Deputising for the Principal.</li> <li>• Providing vision, high quality leadership and clear direction for the KS3, KS4 and KS5 phases of St Mary Magdalene All Through School alongside other senior leaders.</li> <li>• Working with members of the Strategic Leadership Team, Senior and Middle Leaders, teachers and support staff to ensure high quality provision and outcomes for students.</li> <li>• Enabling the efficient and effective day to day running of the phase.</li> <li>• Developing the commitment of parents to the school and to the processes and practices associated with effective learning at home and at school.</li> <li>• Ensuring that the secondary phase of the school is well known as a strong and effective contributor to education locally, regionally and nationally.</li> <li>• Displaying a high standard of professional behaviour and integrity at all times.</li> <li>• Supporting with maintaining high standards of behaviour and discipline for students, including regular contact with parents.</li> <li>• Ensuring that equality of opportunity is developed positively and sensitively.</li> <li>• Assisting in creating a safe and secure environment for all who work and learn at the school.</li> <li>• Creating an open, leadership and management style that encourages positive communication and good team relationships within the school and also with Governors, parents, the parish and the wider community, the Southwark Diocesan Board of Education, and the local Education authority.</li> <li>• Leading the pastoral care and personal development within the school; and to help promote equality and diversity.</li> <li>• Ensuring the needs of all learners are met, including EAL, the more able and Pupil Premium students.</li> </ul> <p><b>Educational Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Provide reports and data as and when appropriate for a range of audiences internally and externally including LA and SDBE.</li> <li>• Assume responsibility for agreed management tasks in negotiation with the Principal and the Executive Co- Headteachers e.g. federation improvement plan, SEF, professional development, policies, curriculum review, appraisal, induction programmes for new staff and students.</li> <li>• Taking an active role in the recruitment and selection of teaching and support staff.</li> <li>• Encouraging and motivating all staff to contribute to improvements to the quality of education provided and the standards achieved.</li> <li>• Taking an active role in the deployment and appraisal of staff, encouraging initiative and teamwork and ensuring that they receive appropriate professional development.</li> <li>• Creating and maintaining good working relationships with all members of the school community.</li> </ul>

- Promoting the school's ethos through personal example ensuring the highest standards are expected from all members of the school community.
- Maintaining a duty of care regarding student, staff and visitors' health, safety and welfare.
- Keeping abreast of new initiatives.
- Contributing to the formulation of the aims and objectives of the secondary phase of the school, its policies and ethos for their implementation.
- Assisting in the formulation, monitoring and review of the federation improvement plan.
- Establish and develop an ethos which encourages openness and dialogue and where staff and student opinions are valued.
- Assign high expectations and challenging targets for students and staff.

#### **People Leadership and Management**

- Coach staff, including leaders, weekly and meet wider networks once every fortnight.
- Strategically monitoring and analysing whole school data for attendance, Pupil Premium, SEND and whole school behaviour, taking action where necessary.
- Alongside other SLT, monitor and analyse whole school behaviour to inform self- evaluation and school improvement.
- Support the recruitment process of secondary phase specific staff appointments.
- Ensuring that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions Document and National Teachers' Standards.

#### **Spiritual, Cultural and Environmental Leadership**

- Creating and developing a Christian ethos which enables secure and effective teaching and progress for all students irrespective of their background, abilities or aptitudes.
- Developing a culture where the Federation's Christian values are at the centre of all that is developed for the whole community.
- To create a safe environment for all students as the Designated Safeguarding Lead – ensuring all students know who to speak to both internally and externally for support with mental health and wellbeing.

#### **Financial Business Leadership and Management**

- To order and monitor resources for areas agreed with by the Principal, within the delegated budget allocation.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for student's personal development
- Deploy resources effectively and efficiently in order to achieve the aims and objectives as set out in the federation improvement plan.
- Ensure that current resources related to KS3 – KS5 and facilities within the All Through School are maintained in good order.
- Strive to establish and develop the School's resources and facilities, thereby improving working conditions and opportunities for students and staff, always within 'best value' guidelines.

#### **Serving a Diverse Community**

	<ul style="list-style-type: none"> <li>• Develop strong and effective partnerships with parents/carers to support and improve student's achievement and personal development.</li> <li>• Champion a thriving sense of school community to students, staff and parents.</li> <li>• Create proactive links with the Federation community as well as other schools, organisations and local churches seeking opportunities to invite into the Federation to enhance and enrich the Federation and its value to the wider community.</li> <li>• Communicate directly with parents, through appropriate channels to address issues.</li> <li>• Respond promptly and within policy to parental enquiries and ensure other team members follow policy as well.</li> </ul> <p>Facilitate opportunities for student leadership so that a culture of outstanding spiritual, moral, social and cultural development prevails among members of the secondary phase.</p>
<b>Skills, experiences, qualifications and competencies</b>	<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Leadership and Management experience.</li> <li>• Up to date knowledge of Safeguarding and Child Protection issues</li> <li>• NPQSL and/or NPQH</li> </ul> <p><b>Key Skills</b></p> <ul style="list-style-type: none"> <li>• Strong, inspiring and experienced leader who is a role model with proven ability to create, facilitate and empower staff and students</li> <li>• A strategic and pioneering thinker.</li> <li>• Strong ability to anticipate, lead and manage change.</li> <li>• Resilience and dedication whilst valuing a successful work life balance for self and colleagues.</li> <li>• Robust analytical and problem-solving skills.</li> <li>• Expert knowledge of current educational legislation and in-depth knowledge of educational priorities and understanding of quality learning, teaching and assessment including school review and self-evaluation.</li> <li>• Advanced level in Microsoft Office including Outlook, Word, PowerPoint, and Excel programmes.</li> <li>• Skills or capabilities in using other software and websites including for assessment and timetabling purposes.</li> <li>• Strong written, verbal and interpersonal communication skills.</li> <li>• The personal integrity, honesty and generosity required to be an outstanding and effective role model.</li> <li>• An experienced teacher with proven success in the classroom.</li> <li>• Effective communication and presentation skills, including an accurate and clear writing style.</li> <li>• Pastoral experience working with secondary age students, with the perception and sensitivity required.</li> <li>• The ability to challenge and support a range of students from the most to the least able.</li> <li>• Active and informed support of the Christian Ethos and vision of the Federation.</li> <li>• Creativity, openness, energy, enthusiasm, humour, patience, resilience and a sense of proportion.</li> </ul>

	<ul style="list-style-type: none"><li>• Strong organisational skills, including time management, prioritisation and efficiency, and the ability to maintain an orderly physical environment for students.</li><li>• Maintain confidentiality inside and outside the workplace.</li></ul>
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