

Job Description for Senior Vice Principal/Deputy Headteacher

Leadership Range L23-L25: £85,529pa - £89,829pa

(ISR includes 5 increments)

Purpose of the role:

The development of excellent teaching and learning that will secure good outcomes for all our students, you will work with members of the SLT under the direction of the principal and be responsible for **Behaviour and Attitudes** throughout St Peter's.

Reporting to: Principal

Line Management: Pastoral Leaders Team; Heads of Key Stage 3 and 4; Attendance

Student Welfare

- To maximise levels of achievement for all students in the school through ensuring good conduct and ensuring high expectations
- To lead and manage Heads of Key Stages Three and Four and the Attendance Team
- To lead, manage and develop the Heads of Key Stages and Heads of Year in order to ensure high quality pastoral care for all students
- To ensure implementation, monitoring and evaluation of all pastoral elements of the school so as to promote pupil progress and appropriate levels of attainment
- To advise the principal on pastoral developments and their potential impact on the school
- To keep up to date on local and national developments in pastoral care and ensure that colleagues are trained in the very best practices

Student Conduct

- To oversee the management of student behaviour and uniform ensuring that school expectations are consistently understood and applied
- To further develop rigorous and robust systems to enhance pastoral systems/care
- To lead and manage Heads of Key Stage Three and Four and the Attendance Team
- To ensure that efficient and effective administrative systems are in place to support day to day pastoral care
- To be responsible for all internal and external 'alternative provision'.
- To be responsible for managing and monitoring the suspensions of students, to ensure that sanctions are appropriate and that administration to support such is in line with school policies and legal requirements

Student Engagement

- To further develop the rewards systems
- To oversee all areas of student attendance and punctuality across the school

Student Support

- To chair meetings of the Pastoral Leaders Team
- To liaise with the Designated Safeguarding Lead and Children in Care Co-Ordinator
- To ensure effective communication with parents/carers is maintained regarding all aspects of pastoral care, discipline and academic progress of all pupils in Key Stages Three and Four
- To maintain direct contact with external agencies such as the Police and Social Care in liaison with the principal
- To meet with parents/carers and students as necessary

Significant contribution to the collaborative work of the Senior Leadership Team

- To deputise for the principal as required
- Strategic leadership and operational management to secure educational excellence
- To contribute actively and substantially to building, communicating and implementing a shared vision for the school
- To lead the planning, development and implementation of key areas of the school improvement plan
- To build capacity within the staff to deliver and sustain the highest quality of provision and achievement for students across the school
- To be accountable for effective project management of deadlines, engaging staff, delegating, holding colleagues accountable and securing resources to deliver the highest quality outcomes
- To actively model and promote the values, vision and ethos of the school.
- To be accountable for the continuing effective work of all staff for whom the post holder has responsibility, line managing, training, mentoring and coaching staff as appropriate to enable them to give of their best.
- To lead, with other members of SLT, the behaviour related policies of the school.
- To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development, training, finance and estate issues, staff recruitment, appointment and management
- To be ready to assume new roles and responsibilities within SLT as needs arise
- To be informed about national policy, educational research and evidence-based practice and bring this to SLT for deliberation

Staff management and development

- To lead, develop and enhance the effective practice of others through the line management process.
- To train, mentor and coach staff in the development of teaching and leadership skills.

Pupils and parents/carers

- To lead and develop a climate for students learning and development that is nurturing, with high expectations and clear boundaries
- To work with parents/carers of students to enable expected progress
- To make every effort to engage parents/cares who do not engage with school
- To support the co-curricula and super-curricula programme.

Other Leadership responsibilities

- To lead year assemblies as appropriate
- To be a visible presence around the school
- To comply with and promote the school's policies

- To develop and promote school policies and procedures that ensure the the schools' ethos is reflected in all aspects of the schools' work.
- To have a teaching commitment
- To ensure that Governors are well informed about school polices, plans and priorities, it's success in meeting objectives and targets and future developmental needs.
- To support the principal in the deployment of staff and support them in their duties
- Maintain and develop positive and supportive relationships with staff, parents, clergy and governors
- Any other duties that might reasonably be expected of a Deputy Headteacher
- To make a substantial contribution to the Catholic life and ethos of the school

Meetings

- To meet with the Principal, Leadership Team, key colleagues and teams as appropriate
- To attend, lead and contribute to team meetings as appropriate
- To chair and lead the Pastoral Leaders Meeting ensuring that agreed actions contribute to the effective delivery of pastoral care and systems
- To provide reports for governors to ensure that they have information necessary to evaluate the progress of the school
- To attend governor meetings as appropriate
- To attend external meetings as appropriate

Other

To play a full part in the life of the school, supporting its distinctive Catholic mission and ethos and encouraging staff and students to do the same

To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities

To engage actively in the appraisal process and the performance management of staff

To undertake any reasonable task at the request of the principal

Other duties as instructed by the principal that are within the spirit and scope of the job purpose and its grading.

Person Specification for Senior Vice Principal/Deputy Headteacher

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	Essential	Desirable
Qualifications/ education/ training	<ul style="list-style-type: none"> • Good Honours Degree • Qualified teaching status • Evidence of recent and relevant further professional development 	<ul style="list-style-type: none"> • Higher degree or NPQH or commitment to achieve NPQH within two years
Experience and knowledge	<ul style="list-style-type: none"> • Understanding of current trends and policies in education • Senior Leadership Team experience in a secondary school • Successful teaching experience in at least two secondary schools or a significant variety of roles in the same school. • Leading teams effectively • Proven track record in implementing strategies and interventions to rapidly raise achievement and standards • Effectively tackling under performance in staff and students • Developing and implementing school wide systems such as School Self Evaluation and Appraisal • Effective working with variety of stakeholders such as students, parents, governors and the wider community 	<ul style="list-style-type: none"> • Curriculum and/or timetabling experience • School Development and Improvement planning within a secondary school
Skills and Abilities	<ul style="list-style-type: none"> • Outstanding classroom teacher and role model for others • Able to inspire, challenge and motivate others • Anticipate problems, develop creative solutions • Set and achieve ambitious, challenging goals and targets for self and others • Able to build and maintain positive relationships with individuals and groups • Ability to manage change, conflict and empower others • Prioritise, plan and organise self and others • Good reasoning powers and ability to make balanced judgements in a variety of situations 	<ul style="list-style-type: none"> • Use of Data including ability to analyse and form action plans • Ability to represent school at a local and national level • Collaboration with others within and beyond the school

Leadership and management skills and attributes	<ul style="list-style-type: none"> • Successful leadership and management of the delivery of high-quality education • Ability to plan meticulously and think strategically and translate vision into reality • Ability to analyse and use data to inform improvement strategies • Proven ability to inspire, challenge and motivate others, instilling accountability in staff for the impact of their work on student outcomes • Contribution to the wider life of the school community • An able, dynamic & outstanding teacher who is willing positively and imaginatively to contribute to the senior leadership of the school, demonstrating energy and resilience 	<ul style="list-style-type: none"> • Understanding of academy funding
Communication	<ul style="list-style-type: none"> • Ability to have difficult conversations with students and parents, and achieve the desired solution/outcome • Ability to communicate effectively with students, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times • Listen to and reflect on feedback from others • Excellent presentation skills • High level of oral, written and ICT skills 	

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Ambitious for the school and self • Relentless optimism • Genuine concern for the welfare of staff and pupils • A practising Catholic • Strong belief in the vision and ethos of Catholic schools • Commitment to their own professional and personal development • Passionate belief in the potential of young people • Ability to delegate effectively • Ability to deal with people sensitively, negotiate effectively, influence and resolve conflicts. • Able to work under pressure and manage own stress • Willing to accept the demands and challenges of the post and respond in a flexible manner • A strong sense of loyalty, integrity, enthusiasm and dynamism • Enthusiasm for student and staff wellbeing, their success and happiness • A strong sense of professionalism, commitment to upholding standards and setting an appropriate example • Ability to ensure and deliver effective safeguarding • Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Aiming for Headship
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General Information

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.