

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 **Personal Development, Inclusion and Data** throughout St Peter's.

Reporting to: Principal

Line Management: SENCO; Disadvantaged Team; Appraisal (Teaching Staff and Support Staff); School Policies (Governors and staff responsible for policies); Careers Lead; Head of ICT

Personal Development

To be responsible for the personal development of all students at St Peter's

To ensure that systems are in place to monitor and evaluate the quality of all aspects of personal development. This will include;

- Monitoring and evaluating careers education
- Advising the Principal and SLT on the viability of work experience
- To further develop with the Personal Development Co-Ordinator the curriculum for Personal Development
- Line management of Personal Development
- Monitoring of Personal Development
- Evaluation of the impact of personal development
- To further develop Relationship and Sex Education to ensure legal and diocesan compliance
- To be responsible for the assembly programme to ensure both legal and diocesan compliance and to monitor the programme assiduously

Progress of Vulnerable Students (SEND, PP)

- To ensure that vulnerable students make better than expected progress.
- To work with the SENCO to ensure that effective strategies are in place to maximise the chances of successful progress for students with SEND.
- To build an evidence-based approach to support students with Pupil Premium in order to improve their outcomes and participation in extra-curricular activities

To be responsible for Diversity, Inclusion and Equality through the school

- To further develop diversity, inclusion and equality at St Peter's through a rigorous evidence-based approach. This will include both the taught curriculum and extra curricula offer

To be responsible for organising and running the appraisal system through the school for both teaching and support staff

- To agree with the principal line management structures in line with school priorities
- To ensure that targets set will support school improvement
- To ensure that deadlines in the appraisal cycle are met by all staff

To be responsible for ensuring that school policies are updated regularly within legal timeframes

- To ensure that all school policies are in line with legal requirements and that this is communicated to the Clerk to the Governing Body
- To ensure that policies are uploaded to the school website after approval

To be the Complaints Officer for the school

- To conduct investigations that may be necessary arising from any complaint.
- To advise the principal of the response to complaints
- To complete the response to any complaints within the time frame of the policy

Pupil Voice/School Council; to be responsible for the school council and students voice throughout the school and represent these views to SLT and other stakeholders.

- To hold termly meetings with the School Council and present their views to SLT in order to secure school improvement

To be responsible for management of data pertaining to assessment, including public examinations

- To provide data for the Principal and SLT to inform strategic decisions concerning assessment at all levels

To be the strategic lead for ICT

- To advise the Principal and SLT of resource implications in building ITC capacity both in the short and long term and to lead changes that will be required to ensure that ITC supports teaching and learning.

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 that 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 policies, 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 provide reports for governors to ensure that they have information necessary to evaluate the progress of the school
- To attend governors' 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 |
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| 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 |

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| <p>Leadership and management skills and attributes</p> | <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 |
| <p>Communication</p> | <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 | |

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| <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.