



JOB PURPOSE – Vice Principal – Pastoral Reporting to the College Principal

At Christ's College everyone is valued, challenged, and inspired. You will provide outstanding leadership and management of inclusion, behaviour, safeguarding and attendance in the all-through school, ensuring associated policies and procedures are robust, and applied consistently. You will work with the VP Head of Primary to ensure there is a whole school approach which ensures the living out of our core virtues, removes barriers to learning and ensures that all are able to flourish.

KEY ACCOUNTABILITIES

Pastoral

Ensuring there is a calm and orderly environment both before and after the timetabled day, and inside and outside of classrooms, so pupils are able to learn effectively. Ensuring that all pupils and families feel loved and valued (and especially those that are vulnerable), you will lead and establish clear routines for, and expectations of, pupil behaviour across all aspects of school life.

- Providing a strong focus on attendance and punctuality so that disruption is minimised develop and implement clear and effective behaviour and attendance policies with explicitly defined consequences that are applied consistently and fairly by all staff. Ensure the school MIS supports timely communications with parents. PA is significantly below national and the attendance rates for PP students is above national.
- Apply and embed the trust behaviour policy, ensuring a consistent and fair approach by all, grounded in positive relationships and promoting a culture of praise and celebration.
- Ensure that there is a positive and respectful school culture in which staff know and care about pupils
- Ensure that fixed-term and internal exclusions are recommended appropriately; and that the college reintegrates excluded pupils on their return and managing behaviour effectively. Prepare recommendations to the Principal for Permanent exclusions where required and as a last resort.
- Overseeing in-year and September admissions for all year groups and general induction of new students including oversight of the FAP and School to School Off Site Directives.
- Quality assure Alternative Provision curriculum providers and that students with these providers gain access to and achieve a broad and balanced curriculum.

Monitoring and tracking of all areas of pastoral work in to report in a timely manner to Governors, SLT and other stakeholders.

Safeguarding

As the Designated Safeguarding Lead for Christ's College, a core accountability will be to promote the safety and wellbeing of the young people in our care, and you will be responsible for ensuring that all associated policies and procedures are maintained and applied robustly and consistently, and in a way that lives out our core virtues Including:

- Establish a safer culture by ensuring all staff receive necessary safeguarding training on joining, and at least annually thereafter, making sure that staff are updated as necessary to prevailing trends or emerging risks (including but not limited to e.g. KCSIE, Prevent, exploitation, domestic violence,

substance abuse/misuse, fabricated/induced illness; peer-on-peer abuse; etc) and in which bullying, discrimination and abuse – online or offline – are not accepted and are dealt with quickly, consistently and effectively whenever they occur

- Ensure detailed, accurate, secure records of concerns are made and maintained and referrals made as appropriate using agreed systems to develop reports and identify trends and necessary action plans
- Work effectively with the LADO, Local Authority and other agencies to effectively support and manage cases as and when they arise including supporting the Principal in investigating allegations against staff where appropriate.
- Link with the Local Safeguarding Children's Board to make sure that staff are aware of training opportunities and the latest local policies on safeguarding.
- Establish and maintain a culture of listening to young people, ensure learners know what to do if they don't feel safe and taking account of their wishes and feelings in any measures that we may put in place to protect them.
- Take responsibility for fire health and safety matters at our college, liaising with Trust colleagues to ensure local practice is aligned to trust policy and remains compliant so that staff and students have a safe place in which to work and learn.

RELATIONSHIPS

Line management

To support you in your responsibilities you will lead a team including AVP Inclusion, Pastoral Managers (upper and lower school), Pastoral Administrator, Attendance Officer, First Aid Lead, Student Wellbeing Lead, and Inclusion Support Workers who will support you by enabling:

- Effective crossover, that there are clearly defined accountabilities
- Timely organisation and management of the duty teams to ensure that duties are completed in line with the positive behaviour system and that pupil behaviour is good at breaktimes and dinnertimes
- Tutors support positive behaviour and are effective in leading of their forms
- Successful oversight of managed moves
- Good preparation and attendance at Core and strategy meetings

The school holds ambitious expectations for all pupils, including those with additional and special educational needs and disabilities. The SENDCO will help you ensure:

- that appropriate pupils have behaviour support plans
- that PEP meetings are planned effectively and (as appropriate) attend PEP meetings; and relevant reports are provided where attendance is not possible
- culture and practices that enable pupils to access the curriculum and learn effectively are established and sustained
- that the College works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

As part of the Senior Leadership Team:

- Support staff by maintaining a presence in pupil areas at start of the day, lunchtime and after school.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.

- Hold all staff to account for their professional conduct and practice, ensure they are managed well with due attention paid to their workload.
- Lead by example and foster an open, transparent and equitable culture; upholding the highest standards of professional and business ethics and support the Governors by ensuring that this impacts on all aspects of the College decision making processes.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation and ensure opportunities draw on expert provision from beyond the school, (including nationally recognised career/professional frameworks) to build capacity and support succession planning.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and to rigorously identify, manage and mitigate risk.
- Where persistent problems or barriers arise, make use of effective and proportional evaluation to identify and analyse the same to identify and prioritise areas for improvement.
- Promote the Christian Ethos of the College.

ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS		
Degree or equivalent		Application form and certificates
Teaching qualification		Application form and certificates
Qualified Teacher Status (QTS)		Application form and certificates
Evidence of further professional development	NPQH or NPQSL	Application form and certificates
Current DSL certification		Application, Certificates
KNOWLEDGE AND EXPERIENCE		
Substantial teaching experience Primary or Secondary	Primary and Secondary	Application form, personal statement, results and references
Experience of strategically managing a team Experience of working as a member senior leadership team	Primary or secondary	Application form, personal statement, references
Able to articulate how a Christian ethos could be developed and implemented across an all through school	Experience of working in a school with a distinctive Christian ethos	Application form, personal statement, interview
Experience of working strategically with data	Experience preparing data for stakeholders including governors.	Application form, personal statement, interview
Sound understanding of the statutory frameworks and requirements in relation to child protection & safeguarding		Application form, personal statement, interview
Experience of cross- agency working in relation to child protection, safeguarding and welfare		Application form, personal statement, Interview
Sound technical understanding of school leadership issues and the Ofsted inspection framework. Experience in school self-review and evaluation. Experience in contributing the school development plan.	Experience presenting to Ofsted	Application form, personal statement, interview
Experience of successfully holding staff to account		Application form, interview
Ability to lead successful Academy wide initiatives, developing innovative approaches to improving attendance and behaviour for learning, as well as mentoring and guidance		Application form, personal statement, interview
Extensive experience of being the DSL and leading staff training on safeguarding.		
ATTITUDES		
Demonstrable commitment to furthering our inclusive ethos and inclusive practice.		Personal statement, assessment process

To support and develop students with a wide range of educational needs		Personal statement, assessment process
Committed to continual professional development, in particular with regard to Academy leadership		Personal statement, assessment process
Alignment with our Ethos as a Christian Ethos school of Character for the whole community		Personal statement, assessment process
RELATIONSHIPS		
Excellent interpersonal and communication skills to support students' needs		Personal statement, assessment process
A team player who seeks to have positive and mutually supportive relationships with colleagues		Personal statement, assessment process
SKILLS & WORK RELATED REQUIREMENTS		
A clear Enhanced DBS check		DBS Check, application papers
Strong communication and influencing, skills both written and oral		Personal statement, assessment process
Self-motivated, resilient and tenacious		Personal statement, assessment process
Ability to work under pressure to meet deadlines		Personal statement, assessment process
Creative thinker and able to anticipate and solve problems		Personal statement, assessment process
Strong leadership and management qualities – a demonstrated ability to inspire and motivate others, yet maintains a fair and inclusive personal style		Application form, interview, references, assessment process
Excellent ICT skills and use of appropriate technology		Personal statement, assessment process
Good attendance and punctuality record		Application and reference
Ability to initiate and manage change		Personal statement, assessment process