



JOB DESCRIPTION

NAME:

POST: Vice Principal – Inclusion

GRADE: L16 –L20

Relationships

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

The Vice Principal is accountable to the Principal for ensuring the educational success of the academy within the overall framework of the Trust's strategic plan as well as the individual Academy's Raising Achievement Plans (RAP).

The Vice Principal is accountable for supporting the Principal to develop and ensure the quality of teaching and learning, the internal organisation, operational management and for supervision over teaching and support staff. The postholder should create a culture of constant improvement within a collaborative professional learning environment and be an inspirational leader, committed to the highest achievement for all in every area of the academy's work.

Main duties & responsibilities

The Vice Principal would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

The Vice Principal, working in partnership with the Principal, will be responsible for:

Leading attendance & behaviour:

- To lead on attendance throughout the academy, line managing our Attendance Team and developing attendance policies and procedures.
- To assess, record and report on the attendance, welfare and safeguarding of students and to keep such records as are required.
- To support the management of pupil welfare and wellbeing, contacting parents as necessary and ensuring pupil records are maintained.
- To provide strategic direction to the Behaviour and Engagement lead to ensure effective deployment and impact of the pastoral support team and implementation of proactive support aligned with the needs of the cohort.
- Lead strategically on the planning, communication and delivery of inclusion policies.
- To support the Behaviour and Engagement lead to uphold the academy's policy on behaviour, rewards, attendance, discipline and anti-bullying, ensuring good behaviour around the Academy and in lessons is maintained.
- To support school staff with delivering and facilitating others to deliver whole school INSET for Safeguarding, Attendance and Inclusion.
- To work with the Local Authority by sharing information and working together on attendance, behaviour and exclusion data.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To promote the physical, emotional and mental wellbeing of students.
- Oversight of pupil welfare and wellbeing, contacting parents as necessary and ensuring pupil records are maintained.

Leading safeguarding:

- Lead strategically for safeguarding in the academy, ensuring the academy is up to date with current safeguarding practises and information.
- Acting as the school's Designated Safeguarding Lead and performing all the functions associated with that role.
- Keeping the Safeguarding and Child Protection Policy (and other related policies) up-to-date and compliant.
- Ensuring that the school's policies in relation to safeguarding are followed by all staff.
- Training staff (and other relevant parties, such as governors) and ensuring that relevant staff attend external training, as appropriate.
- Monitoring safeguarding trends and undertaking an annual review of safeguarding.
- Liaising with external agencies, as required.
- Co-ordinating the Vulnerable Children List and working with other staff to ensure appropriate support for those young people.
- Ensuring that all pupil files are detailed, accurate and safely stored.
- Ensuring that the academy fulfils its obligations under the Prevent strategy.
- Reporting, on an ongoing basis, in relation to all matters of safeguarding.

Leading the organisation:

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the academy.
- Lead by example, be personally visible and committed whilst adopting a strong, collaborative and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Ensure critical evaluation of the academy's performance.
- Ensure that communication channels exist, enabling all staff to receive the information they need in order to carry out their professional duties effectively.
- Ensure structures deliver pupil progression, attainment and achievement.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff.
- Implement our Trust's performance management framework for line-managed staff.
- Ensure the academy environment is of a high standard and reflects the aspirations of the community.
- Ensure effective use of financial, technological and other resources.

Managing the organisation:

- Work with the Principal to recruit and retain staff of the highest quality and to deploy all staff effectively in order to improve the quality of education provided.
- Manage and monitor the curriculum of the academy within the agreed delegated budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- Take responsibility for the collection and analysis of data commensurate to role and provide to Principal within set deadlines.
- Support the Principal to manage and organise the accommodation of the academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Ensure that the allocation and use of accommodation within the academy provides a positive learning environment that promotes the highest achievement for all.

Shaping the future (strategic leadership):

- Under the leadership of the Principal, implement the shared vision and strategic plan for the Academy which is responsive to the communities it serves. At the core of this will be the educational, personal and spiritual development of the pupils.
- Work with the Principal and staff to ensure synergy between our Trust's vision and the academy's vision and strategy.
- Work with the Principal to develop and implement a specific Academy RAP underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing school improvement.

- Ensure that raising aspirations, achievement and attainment are achieved through an inclusive, sustainable and innovative lifelong education environment.
- Develop positive relationships and collaborative partnerships with Authentic Education.
- Develop positive and sustainable relationships with local academies, schools and other education providers to raise standards within and beyond the Academy.
- Secure the commitment of parents and the wider community to the vision and direction of the academy.
- Work with all stakeholders to generate enthusiasm and commitment.
- Challenge, motivate and empower others to attain ambitious outcomes.

Raising aspirations, achievement and attainment:

- Articulate and ensure the academy has the highest ambition for the progress, attainment and spiritual development for every child, placing social justice at the heart of the academy's work.
- Address the needs and aspirations of each pupil through personalised learning and mentoring.
- Use assessment data to set and monitor challenging targets.
- Challenge practice to ensure a stimulating learning environment.
- Ensure academy-wide priorities are consistently and effectively implemented.

Securing accountability:

- Report to the Principal/Associate Principal to enable him/her to meet his responsibilities.
- Ensure all staff they lead have clearly defined responsibilities and accountabilities.
- Establish strong teaching and learning and behaviour management.
- Support the Principal to implement robust academy self-evaluation and quality assurance procedures.
- Establish mechanisms for reporting to all key stakeholders at agreed intervals within areas of specific responsibility.

Supporting the work of Authentic Education:

- Create strong partnerships with our Trust.
- Be a positive and active member of the academy SLT.
- Develop strong, positive relationships with colleagues in our Trust, contribute to collaborative work across our Trust and support other staff participating in Trust work.
- Participate in our Trust and sector-wide activities in order to share best practice, contribute to the development of the Trust strategies as appropriate and policies and promote the academy and our Trust in a local and national context.

Leading in the community through collaboration:

- Create and maintain an effective partnership with parents/carers.

- Develop community engagement, promoting a continuous culture of change and nurturing creativity for all.
- Strengthen the academy's positive image in the wider community.
- Develop the academy's extended school provision.
- Actively support the diversity of the academy's communities and pupils.

Developing self and working with others:

- Treat everyone within the academy fairly and equitably.
- Develop a culture of personal accountability and responsibility that recognises both excellence and supports appropriate strategies to deal with under performance.
- Ensure a high standard of professional learning, including joint practice development for all staff and for self to motivate and enable all staff to carry out their roles to the highest standard based on assessment of need.
- Work with all staff to build creative, effective teams.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Develop the capacity of staff, through coaching and other appropriate means.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.