



## Job description: Vice Principal: Behaviour & Attitudes (DSL)

<b>Location</b>	St Mark's Academy, Acacia Road, Mitcham, CR4 1SF
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Full-time
<b>Pay range</b>	Leadership Pay Range (Inner London)
<b>Reporting to</b>	Senior Vice Principal, Headteacher

### Job purpose

- Strategic development of behaviour and safeguarding at the Academy.
- Strategic oversight of alternative education pathways for specific students.
- Strategic leadership of safeguarding including as Designated Safeguarding Officer.
- Strategic leadership of rewards across the Academy.
- As part of the SLT share in collaborative strategic planning for the Academy.
- As part of the SLT share in the collective responsibility for establishing a happy, orderly and purposeful Academy community underpinned by Christian values and ethos at the Academy.
- As part of the SLT share in collective responsibility to improve the quality of teaching and learning, raise standards and improve student behaviour.

### Main duties and responsibilities

#### Strategic development of behaviour and welfare

- Lead and develop consistently high standards of behaviour across the Academy in line with Academy policy, encouraging self-discipline, restorative approaches and a focus on praise and encouragement.
- Line Manage Progress Leaders (HOY's) to deliver an enriching pastoral offer across all Key Stages.
- Analyse and harness pastoral and behavioural data to develop evidenced based interventions, in line with the Academy attendance and attainment strategies.
- Deal effectively with behaviour management concerns referred by colleagues and non-teaching staff and support them in maintaining agreed standards of behaviour.
- Review the effectiveness of behaviour systems and implement changes where improvements are identified.

#### Strategic oversight of alternative education pathways for specific students

- Have a comprehensive understanding of alternative pathways.

- Work alongside the local borough Pupil Referral Unit to secure appropriate on-site provision.
- Ensure appropriate safeguarding measures and monitoring is undertaken with students educated off-site.
- Ensure the right students are identified for off-site education and alternative pathways and monitor the impact of that provision ensuring value for money.

#### **Strategic leadership of safeguarding including as Designated Safeguarding Lead**

- Keep abreast of updates in relation to safeguarding and ensure effective communication and training for all relevant stakeholders is put in place.
- Refer issues in a timely manner to appropriate colleagues and with the local authority.
- Sustain and promote a culture of vigilance across the Academy in relation to safeguarding ensuring pupils feel safe and are safe at all times.
- Regularly monitor and review the effectiveness of the safeguarding strategy and communicate with a range of stakeholders regarding any trends or patterns that are identified.
- Strategic oversight of CPOMS and safeguarding recording keeping.

#### **Strategic leadership of rewards across the Academy**

- Identify, develop and promote an effective rewards strategy for the academy taking into account the views of all stakeholders.
- Monitor and evaluate the effectiveness of the rewards strategy.

#### **As part of the SLT share in the collaborative strategic planning for the Academy**

- Work within the SLT team to collaboratively and collectively lead self-evaluation processes in the Academy leading to the identification of key priorities for the Academy.
- Work within the SLT team to collaboratively plan for the short, medium and long term based on the self-evaluation described above.
- Within the SLT take a lead role of planning and self-evaluation on key issues of accountability – teaching and learning, stakeholder voice etc.

#### **As part of the SLT share in the collective responsibility for establishing a happy, orderly and purposeful Academy community underpinned by the Christian values and ethos of the Academy**

- Lead assemblies that develop the moral values of young people and allow students to share in collective worship.
- Have a significant presence in and around the Academy during the Academy Day and share in the disciplinary processes within the Academy.
- As a member of the SLT model appropriate behaviour and share in the setting of high expectations in all areas of the Academy.

#### **As part of the SLT share in the collective responsibility to improve the quality of teaching and learning, raise standards and improve student behaviour**

- Analyse data and work with the Quality of Education team to implement strategies in response to the data to maintain standards in behaviour within lessons.

- Take part in the observation of lessons using the agreed Academy procedures and give feedback to staff in a way that will lead to improvement.
- Share in the identification of teachers and staff who are failing to meet their professional responsibilities and who are in need of support.
- Lead appropriate procedures to challenge and support staff to improve aspects of their performance
- Work with staff to develop their understanding of good and outstanding practice and help them identify appropriate improvement strategies.

### Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all.
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Vice Principal of Safeguarding (DSL) Behaviour & Attitudes

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
Degree level qualification	✓	
Teaching experience in key stages 3, 4,5 (or equivalent)	✓	
Post graduate teaching qualification	✓	
Relevant training and professional development such as NPQSL		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
At least five years' successful teaching experience	✓	
Evidence of achieving excellent outcomes at Key Stage, 3, 4 and 5	✓	
Evidence of consistently good teaching and learning	✓	
Excellent subject knowledge	✓	
Good knowledge of current curriculum development in your subject area	✓	
An understanding of how to use assessment to inform planning for good teaching and learning	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use data to inform planning	✓	
Evidence of pastoral experience, including taking responsibility for a form group	✓	
An interest in the wider curriculum	✓	
A good understanding of the principles of Assessment for Learning	✓	
Evidence of using data to put in place successful intervention strategies to raise achievement	✓	



The ability to offer an extra-curricular activity		✓
Successful teaching experience in an urban school		✓

<b>Leadership &amp; management</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to inspire and enthuse colleagues	✓	
The ability to evaluate standards of teaching and learning within your department	✓	
Evidence of using data to challenge underperformance and raise standards	✓	

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
A willingness to learn and develop new skills	✓	
The ambition to continue to progress in your career	✓	
A desire to make a difference to the lives of young people	✓	
To work proactively within the Christian ethos of the academy	✓	
An excellent attendance record	✓	