

Job Description: **Vice Principal**

<u>Salary range</u>	Leadership Spine L13-L18 subject to experience and qualifications.
<u>Responsible to</u>	The Principal
<u>Aim of the Post</u>	<p>To contribute to the strategic development of the school.</p> <p>To work in collaboration with the Principal, Heads of School, Lead Practitioner, and Middle Leaders, as appropriate, to achieve best practice in all aspects of teaching and assessment across the school.</p> <p>To develop and support staff competence and confidence in teaching pupils with SEND.</p> <p>To oversee the provision of SEND Support across the school including therapies, annual reviews.</p> <p>To ensure the provision of the support of parents in applying for EHC plans and associated funding, in collaboration with the Heads of School.</p> <p>To be an exemplar and model of teaching skills, leading to increased staff confidence and competence in teaching pupils.</p> <p>To manage staff and resources in line with these.</p> <p>To act as the school's Designated Safeguarding Lead, in collaboration with the Heads of School and Head of Boarding.</p>

Responsibilities

To ensure the highest quality of Teaching, Learning and Assessment, plus the progress and achievement of all pupils within the school.

To ensure the highest quality of SEND provision within the school.

To ensure, in collaboration with the SEND and Reviews Manager, the efficient running of annual reviews, transfer reviews, and all processes and procedures relating to EHC plans, provision mapping, and liaison with parents and LAs.

To ensure that all aspects of the Data and Examination Manager's role are carried out effectively, including: the efficient organisation and running of all examinations, for internal and external candidates; the timely collection and analysis of all school data; the production and management of the school timetable; and the efficient management and development of the school's MIS.

To assist the Principal in the development and implementation of the school's development plan and all school policies.

To monitor and evaluate the effectiveness of all areas of the school's provision.

To oversee and support the day-to-day operation of the Prep School, Senior School and Sixth Form, in collaboration with the Heads of those parts of the school.

To assist with the admissions process for new pupils, advising on suitability, in collaboration with other relevant staff.

In addition to those professional responsibilities that are common to all teachers in the school, the post holder's key accountability will be in delivering the best possible standards of achievement, and progress and engagement across the school.

The Vice Principal will be required to exercise their professional skills and judgement in the areas outlined below:

a. Recognising own strengths and areas of expertise and use these to advise and Strategy & Leadership

- Promoting a clear vision for the school which embodies the highest expectations of staff and students.
- Contributing to the overall ethos and aims of the school.
- Monitoring and evaluating the impact of action plans.
- Sharing responsibility for the administration and management of the school.
- Performance management team leader for middle leader colleagues
- Being aware of and supporting diversity and ensuring equal opportunities for all.
- Providing information for the governing body as requested. Contribute to Governing Body reports and other meetings as required.
- Appreciating and support the role of other professionals.
- Deputising for the Principal in his/her absence, as required, running the school effectively and taking decisions, including on Child Protection issues.
- Sharing responsibility with the Principal for holiday cover, out of school-hours working and Open Days.

b. Teaching & Learning

- Raising the quality of Teaching and Learning across the school and ensuring, in collaboration with the school's Principal, Lead Practitioner, Head of Sixth Form, Heads of Prep and Senior Schools and Middle Leaders, as appropriate, that pupils who are underachieving are identified and suitable interventions put in place.
- Overseeing the deployment of classroom and support staff, ensuring the needs of students are met.
- Ensuring that opportunities are provided for students to build on their interests and abilities outside of the taught curriculum
- Leading, developing and enhancing the practice of others by:

- Modelling good practice in teaching and learning.
- Ensuring the implementation of the school's appraisal and performance management procedures
- Developing and implementing an effective programme of staff development, leading CPD opportunities for teaching staff, as appropriate, and induction of new staff.
- Directing and working in collaboration with the school's Lead Practitioner where appropriate.
- Line-managing a group of associated departments, advising on their curriculum, schemes of work, and the allocation and spending of their budgets.
- Overseeing the review, development and preparation of the school timetable to ensure that it supports the school's priorities for teaching and learning.
- Ensuring school policies are reviewed as necessary.

c. Assessment & Monitoring

- Ensuring suitable systems of assessment, tracking and use of data are in place and enable appropriate interventions to be implemented, and their impact measured, where appropriate.
- Providing strategic oversight for the use of student data to plan targeted intervention.

d. SEND

- With the support of the SEND and Reviews Manager, being responsible for the strategic direction and development of SEND Provision in the School (with the support of, and under the direction of, the Principal).
- Ensuring that every pupil in the school has a high-quality annual review, or transition review where appropriate
- Supporting all staff in understanding the needs of SEND pupils and ensuring the objectives to develop SEND are reflected in the school development plan.
- Reporting on SEND provision to local agencies as required
- Liaising with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Leading the Therapy team, being instrumental in planning for continual improvement, and making a contribution to the evaluation of the work of the department.

- To ensure the provision of the support of parents in applying for EHC plans and associated funding, in collaboration with the Heads of School.
- Preparing for and attending tribunals as required.

e. Pastoral

- Developing activities to promote student leadership, self-esteem and self-confidence.
- Modelling exemplary practice in the management of student behaviour and promoting a positive climate for learning.
- Co-ordinating continuity and progression of the tutorial programme.
- Ensuring efficient communication and compatible systems of reporting and sharing information between the day school and Boarding.
- Ensuring Boarding staff receive necessary training and guidance to work with and support students with SpLD.
- Ensuring the organisation of Parental Consultations and other school functions, as appropriate.
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- Teaching at least one class, modelling good practice for other staff and pupils at all times.

General Teacher Duties

- To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations.
- To carry out all duties in a manner which complies with:
 - current Health and Safety Regulations
 - the requirements of the Pupils' Charter
 - the School's security requirements
 - the requirements of Frewen College's policy documents
- To participate in appropriate meetings with colleagues, parents and pupils.
- To implement all school policies and procedures.
- To play an active part in promoting the school ethos, vision, mission and values.
- To be responsible for the organisation and delivery of some school extra-curricular activities.
- To undertake all reasonable duties as requested by the Principal.

- To perform any other key tasks which the Principal may reasonably assign.

Terms and Conditions

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors

Terms and conditions of employment are set out in the Letter of Appointment/Contract.

Signed: Date:

Signed:.....Principal