

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Vice Principal</b>
<b>Academy:</b>	<b>Excelsior Academy</b>
<b>Reporting to:</b>	<b>Principal</b>
<b>Salary/Pay range:</b>	<b>L19 – L23</b>
<b>Hours of work:</b>	<b>Full time</b>

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### **Purpose of Job**

Leading, managing and monitoring the behaviour of pupils and their personal development throughout the Academy, ensuring that all students make expected academic progress and fulfil their potential.

### **Main Duties and Accountabilities**

- Designated safeguarding lead (DSL) for the Academy;
- Be accountable for the impact of pupil behaviour on raising standards through rigorous and regular quality assurance activity;
- Strategic Lead for pupil behaviour/attitudes and personal development;
- Strategic Lead for pupil attendance /welfare / behaviour and inclusion;
- Strategic Lead for pupil personal development, well-being and pupil voice;
- Strategic Lead for House teams and all welfare staff 11 – 16 phase
- Strategic Lead for SEND / EAL/ Safeguarding;
- Strategic Lead for Alternative Education Programmes 11 – 16, including in house pupil supervision/isolation;
- Strategic Lead for daily operations / site management / lunch / break duties 11 - 16;
- Strategic Lead for community relations & development;
- Ensure effective staff induction / whole staff CPD for pupil B&A, PD;
- Strategic Lead for the assemblies/tutor programme
- Strategic Lead for the oversight of in-school pupil isolation/supervision;
- Be responsible for pastoral transition KS2/4;KS3/4;KS4/5
- Be responsible for the pastoral team appraisal
- Be responsible for student and parent surveys (pastoral);
- Be responsible for students pastoral files and records;
- Line management of Subject Development Leaders as allocated by the Principal.
- Work collaboratively with other senior staff and their strategic teams to ensure effective pupil progression from KS4 to KS5, including their welfare and development.
- Work collaboratively as a member of the senior management team of the Academy to promote high standards of behaviour and conduct by all pupils and students within the Academy at all times.

### **Responsibilities Include**

- Ensure high standards of behaviour and attitudes of all Academy students, particularly 11 - 16.
- Ensure that Excelsior Academy is a welcoming and stimulating learning environment where pupils of all abilities and backgrounds feel supported to achieve their potential.
- Contribute to, implement, monitor and evaluate the Academy Development Plan and Raising Achievement Plan for Excelsior Academy.

- Lead the Heads of House and their teams to ensure effective and timely interventions are made to promote high standards of pupil welfare and safeguarding.
- Implement, deliver and monitor the application of all Academy policies within Excelsior Academy, with specific reference to those relevant to standards of pupil behaviour and attitudes.
- Ensure an effective induction programme (with regard to pupil behaviour and welfare) is in place for all staff including appropriate induction for those staff who join the Academy, at any point in the year.
- Ensure effective Performance Management for all support staff working within the pastoral teams. Monitor, evaluate and report on its impact to the Principal and LST.
- Take responsibility for the outcomes of the Performance Management cycle for pastoral staff and ensure all pay recommendations are implemented, Performance Improvement Plans and Coaching Plans are written and implemented effectively.
- Ensure that best practice in relation to pupil welfare is identified and shared.
- Identify concerns with regards to pupil welfare, attendance and behaviour and implement effective intervention.
- Maintain an overview of the behaviour and attitudes of all students and contribute to the effective strategy for tracking and intervention to ensure that all achieve their potential.
- Ensure that parents/ carers as well are kept fully informed of the progress of their children
- Ensure that the Principal and LST are kept fully informed on the behaviour, attendance and welfare and their impact on ensuring pupil progress.
- Establish and develop collaborative links with other schools and Academies, both within LST and externally, to ensure best practice with regard to pupil welfare is delivered at all times.
- Develop robust CPD to support staff development.
- Ensure that all staff are offered high quality training experiences that ensure they are well equipped for teaching at Excelsior Academy.
- Ensure that staff play a full part in the life of the Academy and are given every opportunity to develop positive working relationships with staff and pupils.
- Work with parents / carers to ensure effective home / Academy communication.
- Ensure that all budgets/ monies delegated to the post holder are effectively managed.
- Within the Senior Leadership Team to contribute positively to meetings, represent the Academy at internal and external events and take responsibility for broader, overall academy leadership functions such as strand and subject leadership and Academy monitoring.

### **Other Duties**

- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

**Safeguarding**

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for or comes into contact with.
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required.