

JOB DESCRIPTION

Post title:	Vice Principal (Pastoral)
Academy:	Excelsior Academy
Reporting to:	Principal
Responsible for:	DSL team, Pastoral Assistant Principals, Year Managers, Attendance team and Inclusion Team
Salary/Pay range:	L19 - L23
Hours of work:	Full time

Purpose of Job

Working with the Principal, to provide the highest quality senior leadership in the organisation, management and development of the academy, our students and our staff in line with Academy priorities.

To lead, ensure and assure the highest standards of safeguarding, inclusion, behaviour for learning and pastoral care across Excelsior Academy.

To be a visible, approachable presence in the academy, supporting students and colleagues via the effective operation of the Behaviour Policy, implementation of the Behaviour Curriculum and the wide array of pastoral and welfare support on offer at Excelsior Academy.

Main Duties and Accountabilities

- Ensuring a culture of vigilance and safety in which all safeguarding policies, procedures and training are robust;
- The effective line management of the Designated Safeguarding Lead (DSL) for the Academy and oversight of the work of the wider safeguarding team, including the designated teacher for Children Looked After;
- To evolve, lead and manage academy wide structures that ensure that a positive and calm learning environment is maintained across the academy at all times and that systems of reward and sanction are clear and understood by students;
- To take the strategic lead for the development and implementation of the Excelsior Behaviour Curriculum rooted in inclusive practice;
- Ensuring effective staff induction / whole staff CPD for student behaviour, attitudes and welfare;
- To line manage the pastoral Assistant Principals and oversee the direction and impact of their work;
- To hold strategic responsibility for the supervision of pupils before/after school around the site, during break times, lunch times and movement between lessons;
- To ensure student safety and good conduct whilst boarding, embarking and travelling on school/local transport;
- To take strategic responsibility for the academy attendance policy, its implementation and line manage the Attendance Improvement Lead;

- To work collaboratively with the leaders of the primary and post 16 phases in support of effective transitions and common high standards of behaviour and care;
- To oversee the provision for students in receipt of the Pupil Premium and contribute to monitoring and reporting;
- To work collaboratively with the SENCO to establish and maintain appropriate support for all pupils in relation to pastoral care;
- To ensure clear and robust processes linked to sanctions, including parental contact and documentation where a fixed term suspension or permanent exclusion is considered appropriate and the operation of effective reintegration systems;
- To be the Strategic Lead for Alternative Education Programmes 11 – 16, ensuring that all processes linked to external Alternative Provision quality assurance and placement are effective;
- To be the Strategic Lead for in- house behaviour support, inclusion and reset provisions;
- Ensuring that a culture of listening to pupils is embedded with a range of effective mechanisms for all students to express their views/concerns.
- Ensuring that the views of parents/carers are gathered via the pastoral survey or similar;
- To oversee the effective maintenance of students' pastoral files and records;
- To hold line management of senior and middle leaders as allocated by the Principal;

Responsibilities Include

- In conjunction with other senior leaders, contribute to, implement, monitor and evaluate the Academy Self Evaluation, Academy Development Plan and Rapid Improvement Plan for Excelsior Academy;
- Implementing and monitoring the application of all Academy policies within Excelsior Academy, with specific reference to those relevant to standards of pupil behaviour and attitudes, safeguarding and inclusion;
- Ensuring that 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;
- Ensuring effective Appraisal for all support staff working within the pastoral teams. Monitor, evaluate and report on its impact to the Principal and LST;
- Taking responsibility for the outcomes of the Appraisal cycle for pastoral staff and ensuring that all pay recommendations are implemented, Performance Improvement Plans and Coaching Plans are written and implemented effectively;
- Ensuring that best practice in relation to pupil welfare is identified and shared;
- Identifying concerns with regards to pupil welfare, attendance and behaviour and implementing effective intervention;
- Maintaining an overview of the behaviour and attitudes of all students and ensuring an effective strategy for tracking and intervention to ensure that all achieve their potential;
- Ensuring that work is set and marked by the school for an excluded pupil during the first five days of that exclusion and ensure alternative provision is arranged from the sixth day onwards;
- Lead the management of extra-curricular activities in relation to student conduct (including visits, out of hours performances, PROM, etc);
- Ensuring that the Principal and LST are kept fully informed on key indicators linked to behaviour, attendance and welfare and their impact on ensuring pupil progress;
- Establishing and developing collaborative links with other agencies and Academies, both within LST and externally, to ensure that best practice with regard to attendance and pupil welfare is delivered at all times;
- Ensuring 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;
- 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;
- Take responsibility for aspects of the EA website relating to areas of responsibility as outlined in this job description.

Other Duties

- To deputise for/ represent the Principal if required;
- 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. 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 the children and young persons that the post holder is responsible for, or comes into contact with;
- Be aware of 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 2023 where required.