**Job Description – Vice Principal**

**Job Title:**

Vice Principal with responsibility for Sixth Form and Careers

**Renumeration:** L1-L4 (£42,195- £45,434)

**Place of Work:**

As directed by the Principal

**Responsible to:**

Principal

**Supervisory Responsibilities:**

To assist and support the Principal with the management of all school staff.

**Main Purpose of the Job:**

This is an exciting new role that has been created to establish and develop all aspects of the new Sixth Form at Lighthouse School that will be opening as of September 2023. The post will include an oversight of the establishment of a relevant curriculum and the academic monitoring and pastoral care of students in the Sixth Form, as well the smooth transition and progression from GCSE to Level 3 qualifications and onwards. The role will make an important contribution to our aim of equipping our learners with the confidence, skills and qualifications needed to succeed in whatever future pathway they follow.

**General Duties and Responsibilities:**

All staff are expected to:

* Follow the Lighthouse School’s Safeguarding policy and procedures, to ensure the well‐being of all students in their care is their highest priority.
* Actively support the PRIDE ethos of the School.
* Contribute to the day‐to‐day running of the school and follow its policies and procedures.
* Organise and prepare for all lessons and share good practice with colleagues wherever possible.
* Take an active role in ensuring the realisation of the School Improvement Plan.
* Treat each student as an individual with courtesy and respect.
* Teach lessons which meet students’ specific learning needs, assess, monitor, and record progress and be up to date with curriculum and pedagogical developments.
* Undertake any other duty deemed reasonable by the Principal.

**Leadership Duties and Responsibilities:**

* Develop the curriculum and drive forward the newly formed Sixth Form.
* Lead the Sixth Form Tutors and teaching staff.
* 6th Form Teaching commitment.
* Internal Verifier for 6th form qualifications on offer.
* Ensure the highest quality of pastoral care for all students.
* Ensure the highest quality of Higher Education advice for students is delivered by all members of the Sixth Form team.
* Demonstrate a clear commitment to ongoing personal professional development in the understanding of Higher Education issues.
* Demonstrate a clear understanding of the ongoing changes to Level 2 and 3 qualifications and be able to deliver the necessary advice and training to staff as required.
* Readily assume the responsibilities commensurate with sitting as a member of the Senior Leadership Team, playing an active part in meetings and in the development of all areas of the School.
* Lead and line‐manage the team of staff who oversee the Information, Advice and Guidance on Careers throughout the School and Higher Education.
* Lead and develop an outstanding set of wider cultural and academic opportunities for Sixth Formers.
* Ensure that key messages for students reflect the School’s ethos of aspiration, leadership and service.
* Collaborate with the Vice Principal ‐ responsible for Curriculum and teaching and Learning to evaluate the quality of the curriculum and Sixth Form teaching and learning.
* Create and maintain an academic culture that demonstrates the highest expectations of students
* Implement a Sixth Form Development Plan in line with the School’s ethos and strategic aims and objectives
* Have oversight of students’ emotional, social and physical well‐being.
* Maintain strong relationships and sound communication with all stakeholders
* Lead and liaise with key staff to ensure a smooth transition for students from GCSE to Level Three studies and beyond.
* Ensure Sixth Form students receive an appropriate PSHE and Life Skills programme.
* Create, lead and maintain an appropriate culture which ensures students’ well‐being, attainment and achievement in line with the school’s ethos.
* Develop an outstanding set of further leadership opportunities for Sixth Form students.
* Lead and work with relevant staff to develop extra‐curricular clubs and societies and a Visiting Speakers programme for Sixth Form students.
* Liaise with the School’s DSL as appropriate regarding Safeguarding.
* Ensure excellent attendance and punctuality across the Sixth Form.

**Note:**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.