



URSULINE COLLEGE

JOB DESCRIPTION: HEAD OF HOUSE/VICE PRINCIPAL

GRADE/SALARY RANGE: L8-12

DATE: SEPTEMBER 2019

Responsibilities

Vice Principals/Heads of House, working under the direction of the Executive Principal/Academy Principal and Senior Vice Principal, will have the following responsibilities:

- To ensure that the Catholic mission/ethos of the school and equality/diversity are actively promoted
- To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- To demonstrate and articulate high expectations and set stretching targets for the whole school community
- To promote and safeguard the welfare of children for whom the school and Executive Governing Body/Academy Committee are responsible and those with whom they come into contact
- To act as a model for staff and students
- To view each student as unique and special and help them to reach their potential and celebrate their achievements
- To model best practice in delivery of lessons and to allow/encourage others to watch lessons
- To help build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To contribute to the planning, organisation and implementation of a diverse, flexible curriculum and an effective assessment framework
- To encourage creativity, innovation and the use of appropriate new technologies to achieve excellence in teaching and outcomes
- To implement whole-school policies and educational initiatives
- To contribute to clear, evidence-based planning and the creation and monitoring of the SIP and SEF to ensure that learning is at the centre of strategic planning and resource management.
- To support and uphold the school's policies on academic progress, teaching & learning, quality assurance, safeguarding, behaviour, uniform, discipline and bullying and ensure whole staff involvement in these matters
- To assist in quality assurance and the monitoring of teaching and learning by carrying out learning walks, work sampling and interviews with students and staff
- To challenge underperformance at all levels and ensure effective corrective action and improvement strategies

- To Line/Performance Manage a number of teachers and support staff and ensure effective planning, allocation, support and evaluation of their work; to celebrate the achievements of individuals and teams
- To promote a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- To assist in the selection and appointment of the staff of the school
- To be responsible for allocated budgets and the effective deployment of resources so that best value is achieved
- To attend SLT meetings, consultation evenings, parental consultations and other meetings as required
- To be a presence around the school, including SLT On Call and Inclusion
- To provide a 'point of contact' for staff, parents and students as needed
- To keep parents/carers informed about their child's progress
- To manage team/staff meetings as needed
- To collaborate, at both strategic and operational levels, with Governors, KCSP, other schools, other agencies, parents and carers to secure the well-being and progress of all children
- To keep abreast of current developments and good practice in education
- To prepare documentation as requested to provide information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers
- To regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for appraisal
- To manage own workload and that of others to allow an appropriate work-life balance

House Responsibilities

Each Vice Principal will act as a Head of House. The responsibilities associated with this role include:

- To lead and manage the strategic direction of the House
- To monitor the undertaking of Acts of Worship across the House
- To oversee the behaviour and attendance of all students in the House and in House subjects, including all vulnerable cohorts
- To monitor the progress of all students in the House, including all vulnerable cohorts, and liaison with HOH, CMs, HMs, teachers, parents and other agencies as necessary
- To ensure that appropriate data analysis, intervention and mentoring takes place for all students in the House, including all vulnerable cohorts
- To oversee revision programmes and examination preparation for students in the House
- To oversee the work of tutors and to support tutors in providing academic intervention strategies
- To monitor the quality of Teaching and Learning across the House
- To ensure that assessment is used effectively and in line with school policies
- To monitor the quality assurance work of the House and to ensure that any issues or areas of weakness amongst staff are dealt with immediately and robustly
- To oversee the CPD of all staff, to develop effective means of sharing good practice in the House and to ensure that maximum use is made of 'gained time'
- To ensure that the curriculum within the House meets the needs of individual students
- To ensure that detailed Schemes of Work in subjects in the House support high quality learning and assessment
- To lead assemblies
- To act as a DSL
- To undertake agreed whole-school responsibilities

Whole-School Responsibilities

All SLT members will each have a range of whole-school responsibilities. These may change from year to year and will be agreed with each postholder. They will include leadership of:

- Raising Standards Leaders for KS3/KS4/KS5
- Personal development & wellbeing, including safeguarding, child protection, behaviour, attendance and rewards
- CIAG and transition events
- Teaching & learning, including assessment for learning, appraisal, CPD and quality assurance
- Assessment, recording, reporting and moderation
- Progress and welfare of vulnerable cohorts,
- Curriculum development and management, including schemes of work and timetable
- Intervention and revision programmes

Other

All Vice Principals/Heads of House may be required to undertake any other reasonable tasks as required by the Executive Principal/Academy Principal.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree/ QTS • Evidence of sustained attention to own CPD 	<ul style="list-style-type: none"> • Further professional qualification • NPQH or other appropriate school leadership qualification or CPD • Practising Roman Catholic
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Leadership experience across the 11-18 age range • Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies • Experience of leading colleagues across the school • Ability to mentor and coach • Ability to prioritise and manage deadlines • Evidence of strategies for ensuring Quality Assurance • Awareness of equal opportunities issues 	<ul style="list-style-type: none"> • Evidence of impact on the practice of others • Experience of managing budgets and ensuring value for money • An awareness of whole-school issues • Knowledge of national educational policy, priorities and initiatives
Personal Qualities	<ul style="list-style-type: none"> • Passionate about working with children and ensuring inclusion • Excellent record of punctuality and attendance • Evidence of enthusiasm, drive and a commitment to hard-work • Resourcefulness, flexibility, adaptability and initiative • Able to lead by example and inspire others • Excellent interpersonal, listening and communication skills • Ability to build trust and good relationships • Self-evaluative and reflective • Commitment to own CPD • Supportive of the School's Catholic Ethos 	<ul style="list-style-type: none"> • Desire and potential to progress to further promotion