



## Role details...

<b>Job Title:</b>	<b>Vice Principal – Student Experience and Progression</b>
<b>Salary Range:</b>	SFCA L12 – L22 Competency Based Salary Assessment
<b>Report to:</b>	Principal
<b>Responsibility for:</b>	Safeguarding and Learning Development; Student Services

## Role purpose...

To provide strategic leadership, development and direction for student support provision (admission, SEND, mental health, wellbeing and progression) across the College working in close partnerships to support the curriculum and the College's strategic objectives.

The key purpose of the role is to:

- Work with the Principal and Senior Team to articulate and develop the culture, ethos and educational vision necessary to achieving outstanding student success;
- Contribute actively to the design, development and implementation of the College's strategic plan and objectives;
- Work with the Vice Principal, Curriculum, Quality and Innovation to support the achievement of high standards or performance across the curriculum;
- Be a role model of excellent practice for staff and to promote a culture of excellence, equality and high expectations;
- Promote and embed the use of new technologies and other innovative practice for achieving the College's strategic objectives;
- Contribute to the College's culture of inclusion and its Mission to diminish any difference in progress between groups of students; specifically targeting students who are disadvantaged;
- Develop College strategy in relation to all student support areas enabling team managers to translate this into effective operational objectives which are continuously reviewed and delivered to ensure an outstanding level of learner experience is achieved;
- Have strategic responsibility for student progress; from pre-registration to graduation from College onto employment, higher education and /or training, with a specific focus on attendance and retention, ensuring a high quality experience;
- Deliver a high quality and responsive student experience in a student focused, supportive and inclusive manner and where the student voice is heard and used to inform improvements;
- Work as a senior member of the College Designated Safeguarding team;
- Work with the Head of Learning Development in promoting and safeguarding the welfare of young people across the College and contributing to staff development programmes;
- Work with the Vice Principal for Curriculum, Quality and Innovation to contribute towards the planning, reviewing and managing of the College's professional development plan, with responsibility for reviewing its impact in relation to all student support;
- To lead the College on Equality, Diversity and Inclusion;
- To deputise for the Principal as requested in and outside of term time;
- Advise the Governors, and represent the College at official functions and with parents/carers;
- Lead as the Duty Manager on a rostered basis.

## **In this role, your accountabilities and responsibilities are...**

### **Strategic Leadership and Development**

- To provide the strategic leadership, development planning and direction for the College's Student Experience, and Progression plans and processes;
- Set the standard and expectation of excellence across all areas and work through others to promote continuous improvement creatively and collaboratively;
- Develop key performance indicators and processes with reportees to ensure accurate, timely information is available;
- To ensure that quality standards relating to all areas of accountability are developed, maintained, monitored and enhanced using self-assessment and other required quality processes;
- To be proactive in identifying any potential risks via assessment and/or review of quality issues and implement strategies for improvement;
- To be the strategic lead for the development of recording systems enabling the activities of the College to be monitored and for the tracking of student attendance, retention and progression;
- To take a leading role for the College on matters to do with Equality, Diversity, Inclusion;
- To lead the College through external audits in partnership with Finance and other colleagues;
- Act as the College Ofsted Inspection Nominee for your identified areas where required.

### **Student Experience**

- In partnership with senior report(s) ensure a high quality and responsive student experience is delivered in a focused, supportive and inclusive manner where the student voice is heard and used to drive ongoing improvements;
- Oversee that methods of student support are reviewed and revised in response to student need, demands and best practice;
- To advise the College, the Principalship on all pastoral matters and student welfare developments and on their potential impact on the College;
- To work closely with the senior team, to support the strategic development and delivery of outstanding access to resources within the College, including access to the VLE and learning centres that develop student confidence, independence and skills of active learning;
- To be the strategic lead in the college on student health, mental health and wellbeing;
- Work with the Head of Student Services to review and develop robust behaviour policies so that staff are clear about how to support students at risk and to ensure that students are supported effectively, interventions are in place and they are ready to learn;
- Work with the Head of Student Services, to lead the implementation of cross College initiatives that support outstanding personal development and enrichment;
- Working with the Head of Learning Development to provide strategic and operational leadership across the College to ensure an outstanding approach to inclusion and safeguarding for all students;
- Oversee the College's Prevent Strategy (and British Values), ensuring it is effective and supportive of students in its operation;
- Liaise, as appropriate, with external agencies regarding pastoral, safeguarding and wellbeing matters to ensure students are safe at all times and that the College fulfils its statutory duties;
- Oversee and develop the College's provision for vulnerable, SEND and/or disadvantaged students, ensuring they also make excellent progress in line with College goals;
- Lead on developing the College policies and frameworks for student finance, including access to bursary and hardship funds.

### **Student Progression**

- Work in partnership with the Vice Principal - Quality, Curriculum and Innovation to ensure:
  - Monitoring, implementation and evaluation of all academic performance issues are addressed proactively and interventions are timely and personalised, to promote maximum student progress and levels of attainment;
  - That support for student academic performance is maximised through ensuring the team(s) are visible and accountable for the academic performance and progress of all students in their care.
- To be the strategic lead on all forms of guidance provided to students from pre-registration to graduation from College, with a specific responsibility for ensuring students secure excellent destinations including Higher Education, higher level apprenticeships and quality employment
- To be the strategic lead for Careers, Study Skills and Employability and Progression.
- To work closely with the Careers Manager and lead on the development and successful delivery of the Employability agenda including the upscaling of the Work Experience Programme;
- To take strategic leadership responsibility for the implementation of an effective tutorial programme that is relevant and prepares students for post-19 life in modern Britain.

### **Standards and Quality Assurance**

- To work in partnership with the Vice Principal - Quality, Curriculum and Innovation to:
  - Ensure self-assessments and quality improvement planning is effective across the College, with specific responsibility for ensuring Personal Development, Behaviour and Attitudes is integral to the process;
  - Ensure data is used effectively by staff to monitor the progress of students to enable consistent, timely and effective interventions
  - Oversee systems for monitoring student performance and reporting on student progress, including communication to parents and the organisation of appropriate review days and to evaluate the effectiveness of these systems
- To contribute to the production of the personal development, behaviour and attitudes aspect of the College's SAR, ensuring it accurately identifies all strengths and areas for improvement;
- To review and develop a robust target setting strategy as well as monitoring and tracking systems that enable swift identification and timely support for all students, working proactively with disadvantaged groups;
- Working with senior colleagues, lead on a quality review in these areas with the view to driving excellence and ensuring all students receive their student entitlement;
- To act as the College Nominee for Ofsted Inspections, taking the area lead on pre-and-post inspection planning and ensuring that the College remains prepared for Inspection, including keeping staff and key stakeholders aware of National developments in relation to this aspect of Inspections.

### **External Relations**

- To promote the College in our local community e.g. attendance at partner school events;
- To ensure good relations are maintained with partner schools, parents/carers, community representatives and external agencies;
- To attend relevant meetings in the local area and regionally in and out of term time;
- To engage effectively with the Clifton Diocese and other stakeholders connected with the Ethos and Mission of the College.

### **Principalship duties**

- To work with the Principal, Vice Principal – Curriculum, Quality and Innovation and Assistant Principal, to make a significant contribution to the Strategic Development Plan, and the long term thinking and planning for the College;
- To uphold St Brendan's core Vision, Mission, Values, and Ethos at all times and to provide a positive, visible and supportive leadership to all members of the College that allows staff and students to thrive and do their very best;
- To set, model and uphold high standards across all aspects of College activity, and to lead by example, by demonstrating these high standards in all designated areas of responsibility;
- To prioritise student achievement as the core of our daily work and recognise its centrality in our action planning, strategy, mission and purpose;
- Be a visible and approachable leader who inspires people to deliver high quality learning experiences and support services;
- To work closely with the Principal to recruit and retain a talented staff body that is able to continue the College to remain as high performing and that allows us to meet our ambitious strategy;
- To work with the Principal and Vice Principal – Curriculum, Quality and Innovation, to ensure the safeguarding and welfare of all students, staff, volunteers and visitors in relation to Safeguarding and the Prevent legislation;
- To share responsibility for a healthy and sustainable College budget;
- To share responsibility for the strong reputation of the College as a positive, proactive and open partner, constantly building reputation of the organisation with external and internal stakeholders, partners, providers and community groups to best promote the ambitions of the College;
- To perform duties in accordance with all policies relating to equal opportunities, health and safety, data protection and the safeguarding of children;
- To facilitate and support the work of one or more of the Committees of the Governing Body.

### **General college duties**

- To pro-actively engage with the appraisal process and participate in professional development activities as required;
- To engage in marketing activities and liaison with the wider community in line with College strategic objectives;
- To adhere to all College policies and procedures, including Data Protection, Health and Safety and Safeguarding. To be responsible for safeguarding and promoting the welfare of young people and adults at risk;
- To make an active contribution to a College-wide culture which actively promotes equality, diversity and inclusion in line with statutory requirements, our Ethos and best practice
- To maintain a professional code of conduct at all times when on College business – on or off site.
- To respect and promote St Brendan's Catholic ethos and core values;
- To reflect the commitment of the College to the values of Christian ideals
- To maintain good order and discipline among the College community.

## Personal specification

	Essential (E) or Desirable (D)	Method of assessment*
<b>Qualifications and Training</b>		
Educated to Degree Level	E	A, Q
Teaching Qualification with proven track record as a successful Teacher (16 – 18)	E	A, Q
Up to date Designated Safeguarding Lead (DSL) training (L4 or above), or a minimum of holding a current Advanced Child Protection course qualification in order to attend required S+DSL training within 3 months of appointment)	E	A, Q
Evidence of relevant and recent CPD and leadership professional development activity	E	A, Q
Evidence of OFSTED Quality nominee training	D	
<b>Knowledge and Experience</b>		
An understanding of the key issues in the Sixth Form sector	E	A, I, T
Experience of working in more than one school / College in a Leadership position	D	A
Experience working in a Sixth Form environment	D	A, I
Experience working in a setting offering multicultural provision	D	A, I
Experience of supporting an Ofsted Inspection	D	A, I
Prior experience of managing, and/or credible working knowledge of the needs of SEND and mental health provision	E	A, I, T
Experience of leading/co-ordinating professional development and training	E	A, I
Professional experience of working as, or deputising for a Designated Safeguarding Lead including knowledge of PREVENT and British Values	E	A, I
Experience of leading an aspect of whole /college development	E	A, I
Professional knowledge of what constitutes high quality and standards in teaching, learning and assessment	D	I, T
Professional understanding of inclusion and strategies for engaging all learners	E	I, T
Considerable experience of cross college management, at senior manager / leadership level	E	A, I
Evidence of outstanding leadership and management which has motivated and supported others to improve in changing (and challenging), contexts	E	A, I, T, R
Successful leadership experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change	E	A, I, T
Experience of successfully managing a budget ensuring good value for money and high levels of efficiency	D	A, I, T
Experience of developing successful partnerships with a wide range of external stakeholders including local authorities, health / educational institutions, professional organisations and government agencies	E	A, I,
Knowledge of funding methodologies and the related operational financial issues	E	A, I
Problem solving with diplomacy and resilience to secure positive outcomes for diverse stakeholders	E	I, T

Secure understanding of cross-curricular teaching	E	I, T
Proven ability to use a positive approach to promote learning and excellent behaviour	E	A, I, T
<b>Personal attributes</b>		
Appreciation and knowledge of the Catholic faith and can demonstrate how they would promote and support the Catholic ethos and values of the College	E	A, I, T, R
Practising Catholic	D	A, I, R
Ability to establish rapport and respectful and trusting relationships with peers, children, their families, carers and other adults	E	I, T
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	E	I
Effective in collaborative or partnership working	E	I, R
Resilience, the ability to work under pressure and be able to meet deadlines	E	I, T, R
Proven ability to prioritise workloads	E	I, T, R
Excellent communication and organisational skills (including written and confident oral skills)	E	I, T
A commitment to equality, safeguarding and the promotion of the welfare of young people	E	I, T
Demonstrably professional, honest and loyal	E	I
Ability to make and justify decisions	E	I, T

I = Interview; A = Application; T = Test; R = References; Q = Qualification

### **All staff must be committed to making a positive contribution to...**

- The Catholic ethos of the College and its distinctive nature, embedding our values in all that we do;
- Safeguarding and protecting children and young adults;
- The pursuit of excellence and highest standards of quality in all aspects of College life;
- Following College regulations, policies and procedures and other instructions;
- Equality, diversity and inclusion at every level within the College;
- Role modelling professionalism and the College behaviours to all colleagues and students.

This document contains the principal accountabilities relating to the role and does not describe in detail all the duties required to carry them out. Individuals may be asked by the Principal (or their delegate) to complete other tasks as required - these will be reasonable and deemed within the expectations of the role.

This document is for illustrative purposes only and does not form part of the employment contract. We reserve the right to make changes to this document at any time and may require the Job Holder to carry out alternative/additional duties in order to meet changing priorities.