



VICE PRINCIPAL SAINT AMBROSE COLLEGE

The Trustees, Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Vice Principal must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

The Core Purpose of the Vice Principal

The core purpose of the Vice Principal is to support the Principal in providing professional leadership and management of the College. This will promote a secure foundation from which to achieve high standards in all areas of the College's work. To gain this success the vice principal must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.

As Vice Principal you will establish a culture that promotes excellence, equality and high expectations of all students. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The Vice Principal, alongside the Principal, Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

Accountable to the Principal and the Governing Body, the Vice Principal provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Vice Principal, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the College.

Key areas of responsibility

Shaping the future

The strategic direction and development of the College, stem from the educational mission of the Church. The Vice Principal will demonstrate commitment to promoting and developing the College's distinctive Catholic identity through the search for excellence in all areas of its work.

Main tasks / actions

- Deputise for the Principal in his absence, ensuring continuity in the expression of the College's Catholic mission, vision and values.



- Work with the Principal to articulate and promote the educational vision and values for the College which take account of the College's Catholic mission and of the diversity, values and experiences of the College and the communities it serves.
- Demonstrate commitment to this vision in his/her daily work, sharing the vision and its related values with all members of the community.
- Model the vision and values in everyday work and practice.
- Work with the Principal and colleagues to translate the vision and values into agreed objectives and to ensure that the College's planning, policies and procedures promote sustained College improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the College.
- Support the Principal and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.
- Ensure that strategic planning takes account of the diversity, values and experience of the College and the community.

Leading teaching and learning

An Edmund Rice Catholic College is a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise students' individual worth as made in the image and likeness of God. The Vice Principal will promote positive attitudes to learning amongst students and staff which stem from Christ's vision for humanity.

Main tasks / actions:

- Take a lead role in assessment
- Demonstrate the principles and practice of effective teaching and learning.
- Maintain a consistent and continuous College-wide focus on students' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Support and facilitate colleagues in leading learning and teaching.
- Lead colleagues in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.



- Work with the Principal to develop relevant strategies for improvement, facilitating colleagues in their implementation.
- Offer creative, responsive, and effective approaches to learning and teaching in line with the College's agreed educational vision and values.
- Demonstrate commitment to a culture and ethos of challenge and support where all students understand their individual worth, can become engaged in their own learning and achieve success
- Demonstrate and articulate high expectations for all aspects of the College's work.
- Support the Principal in promoting individual and community aspirations and in the establishment of stretching targets for the whole College community.
- Work with the Principal and lead colleagues in implementing strategies which secure high standards of behaviour and attendance and which reflect the College's agreed values in their response to the needs of vulnerable individuals.
- Implement and where appropriate organise a diverse and flexible curriculum which takes account of the needs and aspirations of all students.
- Provide professional leadership in College-wide implementation of an effective assessment framework.
- Participate in the monitoring, evaluation and review of classroom practice and promote improvement strategies.
- Work with the Principal and senior leadership team to challenge underperformance at all levels and to implement effective corrective action and follow-up.
- Provide professional leadership in the development of new and emerging technologies to enhance and extend the learning experience of students and staff.

Developing self and working with others

The leadership of a Catholic College should take Christ as its inspiration. The Vice Principal's relationships with students, parents/carers and staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

Main tasks / actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the agreed vision and values.



- Manage conflict effectively, seeking positive outcomes.
- Work with the Principal and senior leadership team to build a collaborative learning culture and to actively engage with other schools, especially other Catholic institutions, in order to build effective learning communities.
- Fulfil effectively his/her agreed responsibilities for effective staff induction, professional development and performance review.
- Participate in planning, allocation, support and evaluation of work undertaken by teams and individuals, giving professional leadership and delegating tasks and as appropriate.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and, where possible, enabling others to do likewise.

Managing the organisation

The management of an Edmund Rice Catholic College should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. With the Principal, the Vice Principal is responsible for ensuring that these principles are priorities for the College and are evident in its organisation and management.

Main tasks/actions

- Work with the Principal to achieve an organisational structure which reflects the College's Catholic Christian values and which enables the management systems, structures and processes to work effectively in line with legal requirements.
- Work with the Principal, senior leadership team and colleagues to produce and implement clear, evidence based improvement plans and policies for the development of the College and its facilities.
- Implement successful staff performance management processes.



- Work with the Principal and senior leadership team to ensure that the College environment is managed efficiently and effectively to meet the needs of the curriculum, health and safety regulations and to reflect the distinctive characteristics of Edmund Rice Catholic education.
- Use and integrate a range of technologies effectively and efficiently in his/her management role.

Securing accountability

Leaders of an Edmund Rice Catholic College fulfil their responsibilities in accordance with the Articles of Association. They support the Governing Body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Vice Principal works with the Principal to account to the Trustees and Governing body, parents/carers and the community for the fulfilment of the College's Catholic mission and its educational success.

Main tasks / actions

- Work with the Principal, Trustees and Governing Body, enabling statutory responsibilities to be met by giving objective professional advice and regular accounts of the College's progress in his/her areas of responsibility.
- Facilitate the Principal's meeting his/her responsibility for responding effectively to internal and external challenges affecting the College.
- Work with the Principal to develop systematic and rigorous procedures for self-evaluation which are appropriate for a Catholic College and enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Use all available data to identify strengths and weaknesses of the College and to inform planning for improvement.
- As appropriate, develop and present a coherent, understandable and accurate account of the College's performance to a range of audiences including governors, parents and carers.
- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to College achievements and taking account of feedback from others.



Strengthening community

Leaders of an Edmund Rice Catholic College are responsible for its mission to the local and wider Catholic community and beyond. The Principal will, as necessary, collaborate with the parish and other Catholic organisations, as well as with the wider educational system. He/she will demonstrate a belief that community and College are interdependent and that engagement with the community promotes College development.

Main tasks / actions

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the College and co-operate and work with relevant agencies for the protection of children.
- Act where required as the public face and main advocate of the College representing effectively its interests and those of the students.
- Work with the Principal and senior leadership team to build a culture which takes account of the richness and diversity of the communities served by the College, the Edmund Rice Network and of the global community.
- Enable students to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Give professional leadership in creating and implementing positive strategies for promoting understanding that everyone is equal in the eyes of God, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Collaborate as necessary with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Demonstrate commitment to maintaining effective partnership with parents and carers in order to support and improve students' achievement and personal development.
- Support the Principal in seeking opportunities to invite stakeholders (parents and carers, parish/community figures, businesses, Catholic and other organisations) into the College to enhance and enrich the College and its students and their value to the wider community.

The applicant will be required to safeguard and promote the welfare of children and young people. This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to vice principals.