



Vice Principal: Culture and Behaviour

Post Held	Vice Principal: Culture and Behaviour
Key Purpose	To be a member of the Senior Leadership Team (SLT) with specific responsibility for the strategic leadership and accountability of behaviour and culture for all students in years 7 to 11
Reporting to	Principal
General Responsibilities	Shaping the Future To work with the Governing Body, Principal and other leaders to create and embed a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the school community. This vision expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its students Developing Self and Working with Others To recognise that effective relationships and communication are important in working with and through others. Effective Leadership Team members manage themselves and their relationships well. Leadership is about building a professional learning community, which enables others to achieve. Through Personal Professional Development (PPD) and coaching others, the Vice Principal will support all staff to achieve continuously high standards. All leaders should be committed to their own continuing professional development in order to deal with the complexity of the role and the range of leadership skills and actions required of them. Leading Learning & Teaching To contribute to raising the quality of education which impacts on students' achievement, by setting high expectations in all aspects of their practice in the classroom and monitoring and evaluating the effectiveness of learning outcomes. They will support the embedding of a successful learning culture that will enable students to become effective, enthusiastic, independent learners, committed to life-long learning. Qualities • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct • Build positive and respectful relationships across the entire school community • Always serve in the best interests of the school's students • Be able to continuously communicate their intentions to all stakeholders at the highest and most professional level
Specific Duties	The Vice Principal: Culture and Behaviour will:



	• Deputise for the Principal, both within Herne Bay High and at external meetings where appropriate. • Play a major role in determining strategy for the school. • Contribute actively towards the formulation of all school policies and procedures, ensuring their consistent implementation. • Establish and champion a whole-school culture underpinned by our core values of kindness, respect, and dedication, ensuring these principles are modeled daily by both staff and students. • Design, implement, and oversee a comprehensive rewards system that celebrates student achievement, positive behaviour, and commitment to the school's values. • Work with the Principal to establish a system of self-evaluation and review that secures outstanding student achievement. • Actively contribute to school assemblies and participate in duties before school, at break, at lunch, and after school. • Lead on effective behaviour and inclusion, ensuring that the needs of all students are met within and beyond the classroom. • Oversee the pastoral welfare of children across the school to promote good behaviour and discipline. • Lead the pastoral care teams, working closely with the Designated Safeguarding Lead (DSL) and Heads of Year to ensure the safety, wellbeing, and sense of belonging of all students. • Contribute towards creating a safe and protective environment, complying with all safeguarding, child protection, and health and safety policies. • Share in the management of student disciplinary incidents. • Ensure there is a seamless transition between all key stages at the school. • Manage delegated budgets effectively. • Engage in the process of appointing new staff, including participating in the interview process. • Ensure effective recruitment, deployment, and impact of relevant pastoral and support staff. • Line manage members of the teaching and support staff, ensuring their responsibilities are carried out to the highest standard.
Whole School Leadership	The Vice Principal: will support the Principal in the strategic leadership of the school and fulfil identified responsibilities within the whole school improvement plan. They will approach leadership with the same principles and theories of headship. The leader will have freedoms to run their area of responsibility autonomously ensure it is aligned to all the policies of the whole school. They shall ensure all policies associated with all leaders in their domain are reviewed, effective and implemented. Their leadership decisions should be underpinned by the effective use of relevant data, evaluative processes and connection to research as appropriate. They will need to monitor their domain with a view of ensuring the Senior Leadership Team and Governors have an appropriate strategic overview of operation.



	Ensure, through in-service training (INSET), wide reading and discussion with relevant colleagues an up-to-date knowledge of all aspects of wider school leadership and current education issues. This will include an understanding of the latest developments contained in the OFSTED Framework and being trained to DSL level. Inherent within this leadership job description is the expectation that all aspects of the most recent teacher standards are met in full. Additionally, other duties as discussed with the Executive Principal will form part of the job description.
Teaching Load	14 lessons per fortnight
Pay Scale	L16 – L21
Reviewed	Christopher Simmons