



ST MARY'S
COLLEGE

**St Mary's College
St Cuthbert's Roman Catholic Academy Trust**

Job Description & Person Specification: Vice Principal

'Ordinary people - working together - achieving extraordinary things'

VISION - Convinced that people have an unbelievable capacity to do great things, we aim to provide rich and wide-ranging opportunities for people to achieve more than they ever thought possible.

VALUES - As a Trust, at the heart of our Christian service is to welcome and value each individual as equal, regardless of nationality, gender, race, colour, sexuality or creed. We pride ourselves on our exceptional standards of personal pastoral care, rooted in our Christian tradition and values of kindness, support, peace, justice, forgiveness and joy. Our outlook and ambition is international and inclusive.

CHILDREN ARE OUR PRIORITY - We aim to place children at the centre of all of our decisions and activities, encouraging them to find excitement in their learning and to live life to the full. We do not settle for average. We aim to relentlessly focus on our core business which is to promote student's learning, welfare and achievement.

WORLD CLASS - Without apology, we are committed to excellence and to build on the sustained world class successes of St Mary's College. Without excuses we find ways to help every student to feel that they are safe, belong and are successful in their learning. Teachers and support staff want to be the very best they can be.

SEAMLESS TRANSITION - Inclusive, our curriculum should be 3-19 understood, 3-19 planned, 3-19 relevant, 3-19 rigorous and 3-19 progressing. Our curriculum will deliver 3-19 outstanding outcomes and prepare all our young people exceptionally well for life thereafter.

PARTNERSHIP - We build strong partnerships within our schools and with organisations that share our commitment to world class standards. Learning with and from others of good will, we aim to always improve, to give our very best and expect it from others. Alongside others, we serve the common good and actively support system reform so that all children might thrive.

'In every here and now we are ready to express our hope'

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities Policies.

MAIN PURPOSE: The Vice Principal is responsible for supporting the Principal/Chief Operating Officer (secondary) and Chief Executive Officer/Executive Principal in providing professional leadership and management to support the College's vision, in line with the principles and identity of a Catholic Education provider. As a member of the Senior Leadership Team, the Vice Principal will provide inspirational and challenging leadership to middle leaders, staff, and students of St Mary's College. This role will continue the development of the College as a catalyst for social change, improving the outcomes for all students and the community as a whole. The role will conduct the duties of a school teacher as set out in the latest School Teachers Pay and Conditions and other specific and general duties that the Principal/Executive Principal may reasonably direct. The role will take responsibility for the leadership of one of the key functions of the school.

This role will be expected to be fully committed to ensuring the long-term success and continued improvement of St Mary's College in an increasingly complex educational landscape, this includes the continued delivery of an outstanding standard of education and achievements for its students, maintaining its excellent reputation for being a school of choice for parents and their children. As a member of the Senior Leadership Team the Vice Principal must demonstrate loyalty, professionalism and high standards of integrity and confidentiality within St Mary's College and the wider community.

The role will be part of a team whose core purpose is to safeguard the welfare of children and young people.

PRINCIPAL ACCOUNTABILITIES:

The Vice Principal will be appointed to lead on a key area of the school for example: 6th Form, School Improvement and Curriculum Intent, Pastoral & Operations, Teaching and Learning, Continual Professional Development or Teaching School Hub.

To lead designated department/s offering support and challenge, being responsible for the performance management of link department leaders

To lead whole school initiatives and events/functions as appropriate to key responsibilities

To contribute to and support the Senior Leadership Team in the communication of the vision, effective management and operational efficiency to fulfil the Catholic ethos of the College. You will lead on change strategies, be creative and demonstrate innovative skills which positively impact upon the agreed objectives and operational plans for St Mary's College to promote and sustain school improvement.

To support the Principal in the day to day operation of St Mary's College (providing operational leadership for the school in his/her absence) in setting high expectations and ensuring consistency of practice across the academy, especially in relation to judgements made on the quality of teaching. Lead on specific whole school initiatives.

To model high quality implementation across a range of leadership activity whilst promoting the College strategies for inclusion and access to a broad, balanced and relevant curriculum that is suited to the abilities and aspirations of all our students.

To set very high expectations for behaviour and attendance, supporting an ethos of challenge and support where all students can achieve success and become engaged in their learning.

As a member of the senior team, to engage with the internal and external school community at St Mary's College and across the Trust, including partnerships with the Local Authority, the Learning Partnership and the Diocese, to secure high-quality provision for all students.

To collaborate with other institutions to share expertise and bring positive benefits to the Trust.

To collaborate with parents, carers and across multiple agencies for the well-being of students.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The Vice Principal must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required by the Principal/Chief Operating Officer (secondary), Chief Executive Officer/Executive Principal and/or Trust Board.

The job description is current at the date shown but following consultation with you may be changed by Management to reflect or anticipate changes to the job which are commensurate with the salary and job title.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.

Person Specification - Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Qualifications and training	Essential / Desirable	How Identified
Graduate with Qualified Teacher Status	E	A/CC
Achieved NPQSL	D	A/CC
Evidence of a commitment to on-going learning and professional development	E	A/CC/I/R
Relevant Experience and Knowledge	Essential / Desirable	How Identified
Successful teaching experience within 11-19 range.	E	A/I/R
Experience as Head of Department/Faculty or Head of Year of improving and sustaining secondary school standards.	D	A/I/R
Evidence of delivering high standards as a secondary classroom teacher.	E	A/I/R
A knowledge and commitment to safeguarding and promoting the welfare of children, young people. Being fully up to date with safeguarding training.	E	A/CC
Evidence of successfully leading and motivating teams.	E	A/I/R

Experience of providing professional challenge and support to others through appraisal and the wider process of performance management.	E	A/I/R
Understanding of the distinctive dimension of Catholic schools and the community they serve.	E	A/I/R
Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements.	E	A/I/R
Knowledge of the denominational inspection framework.	D	A/I/R
A successful track record of delivering excellent student outcomes as a middle team leader of a curriculum or pastoral area.	E	A/I/R
Skills	Essential / Desirable	How Identified
Excellent interpersonal and organisational skills.	E	A/I/R
Able to work under pressure and manage conflicting demands.	E	A/I/R
Evidence of successful project management leading to change.	D	A/I/R
The ability to communicate with impact, both orally and in writing, and to a range of audiences	E	A/I/R
High levels of self and organisational awareness.	E	A/I/R
Able to positively influence others effectively.	E	A/I/R
Excellent analytical and problem solving skills, including successful data management.	E	A/I/R
Competencies/behaviours	Essential / Desirable	How Identified
Makes decisions in line with Trust policy and leadership direction.	E	A/I/R
Seeks continuous improvement and has high expectations of self and others.	E	A/I/R
Team player – leads by example, modelling appropriate behaviours and actions.	E	A/I/R
Highly motivated with the ability to inspire and develop others.	E	A/I/R
The ability to build effective and professional relationships, maintaining professional boundaries with staff, students, parents/carers, and other partners and stakeholders.	E	A/I/R

Special requirements	Essential / Desirable	How Identified
Baptised, and a practising Roman Catholic.	D	A/I/R
First deputising Vice Principal will be Baptised, and a practising Roman Catholic.	E	A/I/R
Committed to the aims, values, ethos and distinctiveness of Roman Catholic schools and academies.	E	A/I/R