

Job Description	
<b>Department</b>	Inclusion and Pastoral
<b>Post Title:</b>	Vice Principal - Inclusion and Pastoral Systems
<b>Salary Scale/Range</b>	L17 – L21
<b>Permanent/Fixed Term</b>	Permanent
<b>Posts Responsible to</b>	Principal
<b>Post Responsible For</b>	Assistant Principals (Attendance, Safeguarding, SEND), Strategic Behaviour Lead, Attendance Team, Safeguarding Team, Inclusion Team
<b>Job Purpose:</b>	
<p>To provide strategic leadership for all aspects of inclusion, safeguarding and student welfare, ensuring every student is safe, supported and able to thrive academically, socially and emotionally.</p> <p>The Vice Principal will lead the school's culture, behaviour, attendance and inclusion strategy, creating a calm, orderly and aspirational environment where high expectations are consistently realised.</p> <p>As a member of the Senior Leadership Team, the Vice Principal will contribute to the strategic direction of the school and play a key role in driving improvement across all areas of the Ofsted framework.</p>	

<p><b>Key Accountabilities/Primary Responsibilities:</b></p> <p>Duties that may be carried out in this role include, but are not limited to:</p> <p><b>1. Behaviour and Culture</b></p> <p>Provide strategic leadership for behaviour and student conduct across the school.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing and evaluating behaviour systems and policies.</li> <li>• Establishing a culture of high expectations and consistency.</li> <li>• Monitoring behaviour trends and implementing strategic interventions.</li> <li>• Leading whole-school behaviour improvement priorities.</li> <li>• Ensuring behaviour systems are applied fairly and consistently.</li> <li>• Overseeing suspension reduction strategies.</li> <li>• Monitoring vulnerable cohorts and disproportionate sanctions.</li> <li>• Ensuring effective reintegration following suspension.</li> <li>• Supporting staff in maintaining high expectations.</li> <li>• Leading behaviour reviews and quality assurance activities.</li> <li>• Working closely with the Strategic Behaviour Lead to ensure operational excellence.</li> </ul> <p><b>2. Attendance and Persistent Absence</b></p>
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Provide strategic leadership for attendance improvement.

Responsibilities include:

- Leading the school's attendance strategy.
- Driving improvements in overall attendance and reducing persistent absence.
- Monitoring attendance data and identifying emerging trends.
- Ensuring effective intervention pathways are in place.
- Leading multi-agency approaches to attendance.
- Overseeing attendance panels and legal intervention processes.
- Ensuring disadvantaged and vulnerable students receive appropriate support.
- Evaluating the impact of attendance initiatives.

### **3. Safeguarding Strategy and Student Welfare**

Provide strategic leadership and governance of safeguarding across the school, ensuring safeguarding remains central to the school's culture, decision-making and improvement priorities.

The Deputy Principal will hold overall accountability for safeguarding strategy, quality assurance and compliance, whilst line managing the Assistant Principal who serves as the Designated Safeguarding Lead (DSL).

Responsibilities include:

- Providing strategic oversight of safeguarding across the school.
- Ensuring safeguarding is fully integrated into school improvement planning.
- Holding the Designated Safeguarding Lead and safeguarding team to account for operational safeguarding practice.
- Monitoring safeguarding effectiveness through regular quality assurance activities.
- Evaluating safeguarding trends, patterns and emerging risks.
- Ensuring robust systems are in place to protect children and promote welfare.
- Leading safeguarding audits and self-evaluation processes.
- Reporting safeguarding performance, compliance and emerging risks to Governors and Trust leaders.
- Ensuring statutory safeguarding responsibilities are fulfilled effectively.
- Maintaining oversight of safeguarding training and professional development.
- Monitoring the impact of safeguarding interventions on vulnerable students.
- Ensuring effective partnership working with external agencies and stakeholders.
- Overseeing strategic responses to contextual safeguarding, attendance, behaviour, mental health and child protection concerns.
- Driving a culture where safeguarding is understood to be everyone's responsibility.
- Ensuring lessons learned from safeguarding reviews, audits and serious incidents are embedded into practice.

#### **Strategic Accountability**

The Deputy Principal retains strategic accountability for:

- Whole-school safeguarding culture.
- Safeguarding compliance and statutory requirements.
- Safeguarding quality assurance and effectiveness.
- Safeguarding outcomes for vulnerable students.
- Governor and Trust safeguarding reporting.
- Strategic safeguarding development and improvement planning.

#### **Operational Delivery (via Assistant Principal / DSL)**

The Assistant Principal (DSL) will hold responsibility for:

- Day-to-day safeguarding operations.
- Child protection referrals.
- Case management and record keeping.
- Deputy DSL deployment.
- Agency liaison.
- Staff safeguarding advice and support.
- Operational safeguarding training delivery.
- Management of safeguarding systems and procedures.

#### **4. SEND and Inclusion**

Provide strategic oversight of SEND provision.

Responsibilities include:

- Line managing the Assistant Principal responsible for SEND.
- Ensuring statutory duties relating to SEND are fulfilled.
- Monitoring outcomes for students with SEND.
- Evaluating the effectiveness of SEND provision.
- Ensuring reasonable adjustments and adaptive teaching are embedded.
- Supporting inclusive classroom practice.
- Overseeing EHCP processes and annual reviews.
- Ensuring effective deployment of support resources.
- Driving improvements in outcomes for vulnerable learners.

#### **5. Personal Development**

Lead the strategic development of personal development provision.

Responsibilities include:

- Developing students' character and wider personal development.
- Ensuring an effective PSHE curriculum.
- Overseeing relationships, sex and health education.
- Promoting student leadership opportunities.
- Supporting student voice initiatives.
- Developing enrichment opportunities.
- Promoting British Values and SMSC development.
- Ensuring careers education contributes to students' future success.

#### **6. Alternative Provision and Reintegration**

Provide strategic oversight of alternative provision and reintegration pathways.

Responsibilities include:

- Ensuring alternative provision placements meet students' needs.
- Monitoring the quality and effectiveness of alternative provision.
- Developing reintegration pathways.
- Supporting students at risk of exclusion.
- Working collaboratively with external agencies.
- Ensuring vulnerable students remain engaged in education.

#### **7. Vulnerable Learners and Disadvantage**

Lead strategies to improve outcomes for vulnerable groups.

Responsibilities include:

- Monitoring outcomes for disadvantaged students.
- Leading strategies to reduce barriers to learning.
- Evaluating the effectiveness of inclusion interventions.
- Ensuring equitable access to education and enrichment.
- Promoting belonging and engagement for all students.

## **8. Leadership and Management**

As Deputy Principal:

- Contribute to the strategic leadership of the school.
- Support the Principal in delivering school improvement priorities.
- Lead whole-school improvement initiatives.
- Model exceptional professional standards.
- Support recruitment, retention and development of staff.
- Lead professional development within areas of responsibility.
- Represent the school with external stakeholders.
- Deputise for the Principal when required.

*In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.*

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Deputy Principal are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- The Deputy Principal will be a professional role model, and understand and promote the aims and the values of the Trust

### **Safeguarding and Promoting the Welfare of Children and Young People**

- The Deputy Principal is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.
- The Deputy Principal must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.

### **Data Protection & Confidentiality**

- The Deputy Principal is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the Deputy Principal has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure

Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

**Equality and Diversity**

- The Deputy Principal is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

**Health and Safety**

- The Deputy Principal has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Deputy Principal must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

**This job description is reviewed on a regular basis at the time of the annual performance review to ensure it is accurately reflects the role being undertaken.**

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*