



Saint Bernard's



**Catholic
High School**



Vice Principal Inclusion

Saint Bernard's Catholic High School
Herringthorpe Valley Rd, Herringthorpe,
Rotherham S65 3BE

Tel: 01709 828183
www.sbch.org.uk

Job Description

Responsible to: The Principal

Main Purpose of the Post

- To support and contribute to the Catholic life of St Bernard's community.
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Strategic Direction and Development of the School

- Model our Gospel values to all staff, students, parents and stakeholders
- With the support of the Governing Body, create, lead and deploy a highly committed, effective and ambitious middle leadership team to embed the school ethos and achieve common goals
- Play an active role in providing strategic direction for the school and Learning Community
- Create an ethos that generates an aspiring, achievement-focused culture
- Ensure the continued creative development of strategic development planning which identifies priorities and targets to enable optimum student progress
- Support and motivate all staff to increase their effectiveness and to achieve the objectives and targets which the school sets for itself
- Ensure that all aspects of the management of the school support the school's policies and aims
- Regularly monitor, evaluate and review the school's policies, priorities and targets in line with specific duties and take action as appropriate.

Teaching and Learning

- Maintain a stimulating and safe environment which promotes high quality teaching, effective learning and high standards of achievement, behaviour and discipline through all the key stages
- Provide high quality personal contributions to teaching in the school, as appropriate.

Leading and Managing Staff

- Lead by example: embody for the students, staff, governors and parents, the vision, purpose and leadership of the school
- Enable all staff to develop expertise in their respective roles through an effective collaborative programme of joint practice development that meets identified need

- Develop positive professional relationships throughout the whole workforce
- Support and evaluate the work of staff teams and individuals ensuring clear and appropriate delegation
- Operate effective performance development systems that include review, evaluation and target setting
- Sustain personal and staff motivation and drive for success.

Efficient and Effective Deployment of Staff and Resources

- Develop all staff to maximise the effective use of their skills
- Manage all relevant, available resources with a view to improving pupil achievement and securing value for money.

Accountability

- Ensure that all staff recognise their individual and collective accountability for the success of the school
- Ensure that students and parents are well informed about the curriculum, student performance and their role in assisting improvement
- Account for the school's performance to internal and external agencies.

Relationships

- Work in close and effective partnership with the Governing Body
- Further develop parental involvement in the life of the school and the students' education
- Continue to support the development of links with and beyond the Learning Community

Specific roles and responsibilities (Inclusion)

- Develop and lead the SEND programme across the school to ensure best outcomes for all students
- Develop and lead the Disadvantaged student programme across the school to ensure best outcomes for all students
- Develop and lead the EAL programme across the school to ensure best outcomes for all students
- Ensure that the identification of vulnerable groups is accurate and high profile and impacts on provision
- Lead the monitoring, development and intervention of academic progress and attainment of vulnerable groups across the school
- Liaise with the Finance & Operations Manager in the deployment and review of funding for student groups for maximum impact on progress and attainment
- Lead on the timely and effective induction of all students and staff to the school.
- Through line management of the Attendance and Family Liaison Officer, lead on the key area of attendance ensuring that systems are compliant, data is evaluated and support plans are implemented, creating high levels of attendance for all groups of students.
- Lead on the development of effective staff and student mental health and wellbeing strategies.
- Oversee the development of any other reasonable activity to ensure progress of the school

Signed:	
Signed on behalf of the Governing Body:	
Date:	