



**Strangford
Integrated
College**

In hoc signo vinces

Job Specification & Shortlisting Criteria

VICE PRINCIPAL

The Job Specification for the Vice Principal seeks to outline the key responsibilities and duties of the role. Any adjustment of the Vice Principal's responsibilities shall occur only after discussion with the Principal. All job specifications are subject to adjustment to meet the changing needs of the College. The Vice Principal will be directly responsible to the Board of Governors, through the Principal, for the efficient and effective discharge of the responsibilities attached to the Post.

The Vice Principal shall be required to carry out his/her professional duties in accordance with:

- The Core Values and Ethos of Strangford Integrated College
- DE Regulations for Teachers
- The Scheme of Management for Grant Maintained Integrated Schools
- NICIE Statement of Principles
- NICIE Code of Practice for Boards of Governors in Grant Maintained Integrated Schools
- The College Policies and Objectives as determined by the Board of Governors

This is an exciting, challenging and strategic role and the Vice Principal, in association with the Principal and Board of Governors, has a leadership role in all aspects of the College's organisation, management and development. The Vice Principal reports to the Principal and will work alongside our existing Vice Principal. They have a key role in working with the Board of Governors to maintain and enrich the College's ethos. The main professional duties are set out below and the specific roles and responsibilities of the Vice Principal will be negotiated with the successful candidate on appointment. These roles may be altered in line with the developing needs of the College.

The Vice Principal will work hard to maintain the College Ethos and to provide direction in promoting a culture of academically excellent all-ability education. The Vice Principal will keep fully updated on all relevant educational developments and advise the Principal of possible implications and opportunities for the College. They will think strategically and contribute to building and communicating a shared coherent vision. They will inspire, challenge, motivate and empower others to carry the vision and ethos of the College forward.

The Vice Principal will oversee key pastoral, curricular and other areas of the College, and will have a teaching commitment. They will inspire by example and develop an effective learning and teaching culture, seeking to remove barriers to our students' learning.

Pastoral

The College has a very strong Pastoral Team and the Vice Principal will have a number of key leaders to drive this work forward with: The Core Leader for Pastoral Care; The Designated Teacher for Child Protection; The School Coordinator for Student/Staff Wellbeing; The School Leader for Integrated Ethos; The Head of Learning Support and our team of highly effective Year Heads.

The Vice Principal will:

- support the Designated Teacher for Child Protection and Safeguarding to ensure that the College is fully compliant with best practice in child protection and safeguarding. They will act as one of our deputy designated teachers for Child Protection and Safeguarding;
- will ensure that risk assessments are completed as appropriate;
- will assume shared responsibility for high standards of student conduct and behaviour in line with College policies. They will lead Behaviour for Learning in the College, supported by the Core Leader for Pastoral Care and the Year Heads. They will ensure that appropriate reward systems are in place for the students;
- ensure that Behaviour for Learning is evaluated and reviewed on a regular basis;
- exercise overall responsibility for the development and enforcement of regulations regarding the wearing of college uniform with the understanding that all staff have a responsibility in this regard;
- oversee and monitor the rota for Focus Time;
- promote positive and safe behaviour on the school buses, following up incidents as appropriate and ensuring that our bus boarding routines are as safe and effective as possible;
- ensure that parental enquiries are responded to promptly and followed up appropriately and efficiently;
- lead our rewards system and organise our termly reward assemblies;
- support the Personal Development Coordinator in the provision of materials and guidance to form tutors for daily pastoral time;
- promote keeping safe messages throughout the school and through assemblies as appropriate;
- Oversee the Students' Council.

Teaching for Learning; Curriculum and Assessment for Learning.

The Vice Principal will have a number of key leaders in this area: The Core Leader - Teaching for Learning; The Core Leader for Curriculum and Learning Pathways; The School leader for Data, Reporting and Assessment for Learning; the Timetabler; and the Heads of Department.

The Vice Principal will:

- work closely with the Principal, and key leaders. They will take responsibility for planning, developing and implementing a curriculum in line with the Board of Governors' strategic direction for the College and which meets the needs, interests and aspirations of the students and guides effectively the work of individual teachers and staff as a whole;
- support the Core Leader - Teaching for Learning, to promote and embed innovative, creative teaching approaches;
- assume shared responsibility for the review, monitoring and development of College policies to inform effective Teaching for Learning;

- support the Core Leader for Curriculum and Learning Pathways in leading curriculum development in accordance with current legislation; and contribute to the whole College curriculum development and planning process;
- support the School Leader for Data, Reporting and Assessment for Learning in agreed practices for the assessment, recording and reporting of students' work;
- work with the Core Leader for Curriculum and Learning Pathways and Heads of Department, to ensure that all external assessment deadlines are met and that teachers are made fully aware of the requirements.

Community

There are two aspects of our community life – the College Community and the College in the Community. Working with key staff and student leaders, the Vice Principal will:

- promote the College with parents and the wider community;
- assist in the development of effective channels of communication between the College and the wider community;
- work with other relevant statutory and voluntary agencies to enhance the education of all students;
- work with the Bursar and Campus Manager, and the Core Leader for Daily Coordination to oversee the organisation of key College events e.g. The College Awards Ceremony; Carol Services; School Production; Open Nights and concerts;
- serve as a member of the Primary Liaison Team;
- deputise for the Principal on the Area Learning Community's Principals' Strategic Leadership Group;
- attend the NICIE Vice Principal's forum;
- attend other NICIE and APTIS, (Association of Principals in Integrated Schools), events as appropriate.

Other Whole School Responsibilities

- ensure that students, staff, governors and parents are kept up-to-date with College policies and practice;
- assist the Principal and Bursar in managing the College's delegated budget, ensuring resources are efficiently and effectively used;
- work with the Core Leader for Curriculum and Learning Pathways on curriculum costing, and in liaising with students and parents as part of the subject choice process;
- support the Examinations Officer in aspects of the organisation of external examinations;
- ensure that the C2K System is efficiently managed;
- oversee the process for the annual DENI Census, and ensure its accurate completion;
- oversee the process for the completion of the Entitlement Framework Census.

As a College Community seeking to promote life balance, we encourage staff to make the best use of holidays and we do not encourage staff to come into school during these periods. Senior staff in the College are, however, expected to come into school for the issue of both GCSE and A Level results.

Leadership

The Vice Principal will:

- lead staff by example and by commitment to the integrated, all-ability ethos of Strangford Integrated College;
- support the development of an open, fair and equitable culture;
- challenge performance in order to raise standards;
- monitor and evaluate the quality of teaching and the standards of learning to ensure that appropriate standards of professional performance are established and maintained;
- collaborate and network with others within and beyond the College;
- assume shared responsibility for staff professional development, College development planning, PRSD and the monitoring and evaluation of the same;
- take shared responsibility for the induction of newly appointed staff / substitute teachers to ensure that they are informed of policies and procedures, and are fully equipped to work at Strangford Integrated College;
- assist in the allocation of work to teaching and non-teaching staff;
- lead staff in the promotion of positive behaviour;
- promote a culture in which all members of staff recognise their contribution to the success of the College;
- analyse the outcomes of regular self-evaluation, ETI inspection evidence and other external evaluations in order to develop the College;
- monitor and evaluate College outcomes, policies and procedures;
- work closely with the Principal to co-ordinate, evaluate and report on the College Development Plan including the development of action plans;
- lead the Head of Department and Head of Year Forums;
- assist the Principal in providing effective reports to the Governors on the College's progress and development; monitor and evaluate the effectiveness of the Curriculum and Pastoral Care policies and report these findings to the Principal;
- act for the Principal as and when required;
- undertake such duties which may reasonably be required by the Principal.

The Successful Applicant will be expected to perform other duties and assume responsibility for other tasks as are considered reasonable within the general remit of the post in consultation with the Principal. Specific responsibilities will be finalised after appointment.

Salary

The successful candidate will be appointed on the scale L16 -20 on the Leadership Group pay spine.

Attached Appendices

Appendix 1: The Strangford Integrated College Ethos.

Appendix 2: Shortlisting Criteria and Key Dates

APPENDIX 1

The Strangford Integrated College Ethos

The College Ethos has been developed throughout the years since the College was founded in 1997. This has been further considered and refined as we have prepared our current College Development Plan. Students, staff, parents, governors and partner primary schools were consulted in this process.

Our Core Values at Strangford Integrated College are:

High Expectations Inclusivity Integrity Kindness Resilience Respect Trust

Our Community

- We seek to be at the forefront of creative, innovative teaching for learning.
- We are committed to achieving a minimum of 35 percent of each of the two main traditions in the College.
- The College cannot be truly integrated unless children of all abilities are encouraged to attend.
- We believe in showing respect to adults and children alike and believe that all in our College community should have the assurance that they will be treated with dignity at all times.
- The College will be most effective in terms of academic learning, behaviour and attendance, if we work closely with parents and welcome parental involvement. When parents contact the College, we believe in responding quickly and efficiently.
- Whilst the College is proud to be Christian in character, all cultures and religious groups within the College are valued equally.
- We believe that children learn best when they are in mixed ability classes. Students are regularly and carefully monitored to ensure they are best placed.
- Year teams are focused on removing barriers to learning and promoting individual success for all.
- The College seeks to enable each and every child to realise his or her maximum potential; be it academic, creative, or vocational and to flourish in personal development and self-esteem.
- We aim to develop all members of our College as leaders.

APPENDIX 2

Appointment of Vice Principal

Shortlisting Criteria and Key Dates

The ESSENTIAL Criteria that will be applied at shortlisting is as follows:

Applicants must meet the following criteria at the closing date for receipt of completed applications:

Qualifications

- 1) Hold a teaching qualification, which enables the holder to be registered as a teacher with the General Teaching Council for Northern Ireland.
- 2) Hold an honours degree from a university in the United Kingdom, or the Republic of Ireland, or an internationally accepted equivalent.

Experience

Please note that experience must be accrued by the closing date of applications:

- 3) Have a minimum of 8 years' teaching experience in a paid capacity in post-primary education and/or equivalent experience in an affiliated educational body within the last 12 years, as at the closing date for receipt of completed applications.
- 4) Currently hold or have held within the last 5 years; AND for a minimum of 3 years;
 - a promoted post of at least Teaching Allowance 3* and/or
 - a post at the equivalent level within an affiliated educational body. Equivalence to be regarded as salary placement at least equal to L3 (£44,004) on the Leadership Group Pay Spine.

The above promoted posts may be in an acting capacity.

*Excludes special needs allowances awarded solely for teaching pupils with Special Education Needs.

- 5) Demonstrate evidence of successfully leading and managing an aspect of whole school improvement, including staff development/training.

Desirable Qualifications and Experience

Qualifications

- Have successfully completed, or be in the process of completing the Professional Qualification for Headship, Pathways to Senior Leadership, Post Graduate Diploma in Headship or Masters in Educational Leadership.

Experience

- Have at least two years' experience of being a member of a School Senior Leadership Team; or in advising/training senior leadership teams in schools.

The Board of Governors reserves the right to enhance the essential criteria if necessary in order to facilitate a manageable shortlist.

Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.

Disclosure of Criminal Background

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, Strangford Integrated College will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Key Dates

Closing Dates for Applications: Friday 24th May 2024 at 4.00pm

Interview Stage 1 – Presentation & Questions Week beginning 17 June 2024*

If necessary, applicants successful at Stage 1, may progress to:

Interview Stage 2 - Further Questions Week beginning 17th June 2024*

*Please note: due to the logistics involved it is not possible to alter the key dates to accommodate individual candidates and that travel expenses cannot be provided for those attending for interview.
(*Dates may be subject to change)*

Late application forms will not be accepted.