Post: Deputy Principal – multi-campus role
Reports to: Principal

The Deputy Principal will:

- Be a member of the senior leadership team.
- Support and direct the Principal in leading and managing the College
- Work in partnership with the SL, SM and Clinical Teams to meet all aspects of the role
- Work across all campuses of the college
- A fully qualified and experienced teacher.
- To be a fantastic role model for students.
- Undertake such duties as are reasonably delegated by the Principal.
- Play a major role, under the overall direction of the Principal, in growing the College to its full capacity as well as supporting the formulation and reviewing of the College Improvement Plan and the aims and objectives of the College by:
    - Ensuring policies align with our ethos and legal requirements.
    - Leading and managing staff and resources to ensure sustainability.
    - Monitoring progress alongside relevant leaders to ensure success.
    - Playing a key role in the College self-review process.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the College going forward and will be shared within the collaborative structures of the college.

Travel between sites is to be expected, as this role covers all of our Campuses.

Deputy Principal

- Provide visible, proactive leadership of inclusion practices, modelling high expectations and ensuring staff understand their role in delivering high-quality provision for all learners.
- Develop and maintain a positive culture in which staff feel confident and equipped to meet diverse needs, celebrating success and addressing underperformance where necessary.
- Contribute to whole-College strategy, policy development and College improvement planning, ensuring inclusion is central to all decisions.
- Lead strategic work to improve attendance, engagement and sense of belonging for students especially when new needs are identified or for existing issues such as EBSA
- Work with curriculum and subject leaders to ensure curriculum design, assessment and pedagogy are accessible and ambitious for students
- Ensure accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensure that all members of staff recognise and fulfil their statutory responsibilities to students
- To have a strategic overview of the colleges policies and oversee their day-to-day implementation.
- Provide training opportunities for staff in order to aid the learning of all students and support the College's commitment to Quality First Teaching.
- Lead the staff in developing accessible learning experiences for students
- Contribute to the appointment and induction of new staff in the Pastoral support team.
- Undertake performance reviews for assigned staff.
- Monitor and evaluate the performance and effectiveness of all staff in the Pastoral support team.
- Provide opportunities for the development of staff skills and knowledge in the Pastoral support team.

The internal organisation, management and control of the College:
Work as part of the College Leadership Team to:

- Maintain and develop the ethos, values and overall purposes of the College.
- Promote the aims and objectives of the College and policies for their implementation.
- Contribute to planning which will promote the College aims and policies into actions.
- Implement OFG's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- Ensure a full and appropriate training calendar with the Head of Curriculum.

The management of staff

- To be responsible for the line management and performance management of teaching staff and support staff as delegated by the principal.
- To support in the recruitment and development of teaching and non-teaching staff of the College.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the College campuses.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To support the ongoing development of positive links and relationships with the community, local organisations and employers with the Employment lead.

Managing own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in college development.
- Achieve challenging professional goals.
- Take responsibility for your own professional development.

Other Duties and Responsibilities
A Job description can never be fully descriptive and exhaustive and therefore staff are expected to carry out any reasonable tasks requested by the Principal. It is also expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualification, experience and the situation.

Syon Manor College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.
In accordance with our statutory obligations under Keeping Children Safe in Education Syon Manor College is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly

available online, which Syon Manor College might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.
Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires us to ensure candidates for our roles have the necessary standard of spoken English