



Chetham's
School of Music

Job Description:	Vice Principal
Reporting to:	The Principal
Responsible for:	Chetham's School of Music The Stoller Hall

The Vice Principal role is new at Chetham's and as such it is for the newly appointed person to make this role their own.

Fundamentally this role is about the day-to-day running of Chetham's, ensuring the Principal can focus on the strategic development, future proofing the School and developing its brand internationally.

The Vice Principal will support the Principal in the leadership and management of the School, including balancing musical and academic success, ensuring students are nurtured, inspired and enabled to establish themselves as independent learners with a musical gift. The Vice Principal will also lead staff, with a clear vision of what success looks like, ensuring the School delivers excellence academically and musically. They will encourage staff to push the boundaries, with innovative and inspirational teaching, learning and music-making. The Vice Principal will also lead the provision for supporting students' wellbeing and welfare, ensuring students develop into resilient and well-disciplined musicians, excelling in all areas.

As a member of the Leadership Group he/she shares in all policy and decision making at all levels and, together with the Bursar and Director of Music (Artistic Director) will assist the Principal in establishing a strong and positive working relationship with the School Governing Body.

The Vice Principal attends Governor Meetings and Leadership Group Meetings with the Bursar, Director of Music (Artistic Director), Music Manager, The Stoller Hall Manager and External Communications.

The Vice Principal is responsible to the Principal in all matters pertaining to the whole School, including the academic provision and specialist music programme, the wellbeing and welfare of boarding and day students, The Stoller Hall and External Communications, and its day-to-day running.

Innovative and student focussed, the Vice Principal will assist the Principal in championing continuous improvement to improve all-round academic, musical and personal excellence as the UK's foremost specialist music School.

He/she will assist and support the Principal in:

Governance, Leadership and Management

- To assist the Principal in the leadership and management of Chetham's School of Music, The Stoller Hall and all External Communications and Development and in apprising Governors, as necessary, within the Principal's Report to Governors at Governors' Meetings
- Development and implementation of a robust School Professional Review system
- Liaison with the Heads of School and House Parents re supervision of the Personal Tutor System
- Chair of half-termly Staff meetings
- Chair Heads of Academic Department meetings
- To lead School Assemblies as and when required
- Assuring high levels of general discipline, in keeping with the School's Code of Conduct and ethos, in consultation and cooperation with Heads of School, Tutors and House Parents

Development and oversight of academic curriculum, teaching and learning

- Formulating, developing, reviewing and overseeing the implementation of all policies and procedures which will enable the whole School to achieve its aims and values in consultation with colleagues
- Create an environment where students can excel both academically as well as musically in a well balanced manner, with appropriate support for their wellbeing
- Continually review the leadership of teaching and learning, timetable, curriculum design and quality assurance offered throughout the School, in consultation with the Academic Manager, Heads of School and Director of Music (Artistic Director) when appropriate
- Oversee the organisation of School term dates, and the School calendar in consultation with the Academic Manager
- Assist the Principal with the interviewing of new students and parents
- To maintain an overview of individual student progress, assessment and reports, ensuring individual student musical and academic records are maintained appropriately in collaboration with the Information Manager
- Oversee the annual reporting patterns, including parents' meetings, information evenings, in consultation with the Academic Manager and Heads of School
- Support the Head of Sixth Form with the Higher Education process where necessary
- Establish effective communication across the whole School community, to enable partnership, goodwill and excellent relations at all levels and especially between the Principal and staff

Policy and Procedure

- To assist the Principal in formulating policy and procedures that both ensure regulatory compliance and the efficient organisation of the School
- To monitor compliance across all areas of the School to ensure outstanding Inspections

Finance and Resources

- To assist the Principal in formulating and implementing a School Strategic Plan, underpinned by sound financial planning, which ensures students achieve high standards and make outstanding musical, academic and personal progress, increases teacher effectiveness and secures continued School improvement
- To agree and implement all departmental budgets throughout the School with the Leadership Group and in consultation with the Bursar, Director of Music (Artistic Director), Music Manager, Academic Manager and Heads of School

Staffing

- Overview of the recruitment of new staff throughout the School, The Stoller Hall and External Communications

- Induction of new members of academic, music and House staff, including NQTs, to promote high quality teaching and learning and care of students
- To manage and maintain an overview of arrangements for staff absence, cover and duties as administered by the Academic Manager.
- To oversee the co-ordination of staff development and professional welfare, including INSET budget.
- To foster good staff relationships between all staff, Principal and Leadership Group.
- To provide wise counsel and pro-active wellbeing and welfare support to all staff
- To promote and enforce when necessary professional standards of courtesy, communication, conduct and dress amongst teaching staff

Student Development and Wellbeing

- To provide counsel and pro-active wellbeing and welfare support to students and parents
- To promote, and enforce when necessary, excellent standards of behaviour in a creative environment that values mutual trust and respect
- To lead the Wellbeing Team, including meetings with Heads of School, House Parents and Personal Tutors and Nursing Staff
- To act as a Deputy Designated Safeguarding Lead
- To have a well-informed overview of students’ participation in all public occasions and concerts in consultation with the Director of Music (Artistic Director)

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham’s, s/he must report any concerns to Chetham’s Designated Safeguarding Lead or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s name

Employee’s signature

Date

Person Specification

The successful candidate is likely to possess all or most of the following attributes:

- Educated to degree level or equivalent
- Proven experience of teaching and learning excellence in the classroom and curriculum development
- Passionate musician and/or an empathy to the pressures often associated with talented and ambitious young musicians
- An enthusiasm and commitment to Continuing Professional Development
- Substantial and successful management experience, either as a Deputy Head or Head of Department
- Proven leadership experience within an educational setting with an exceptional ability to bring about change, convert strategy and vision into results that are executed to completion
- A collaborative person with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups
- Able to communicate with a wide range of audiences including students, parents, teachers, support staff and Governors, as well as external contacts required by the role

A knowledge of and experience of working with a range of successful teaching and learning strategies to meet the needs of all students, especially within a specialist music context.

- An understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Understanding of the characteristics of a vibrant and creative learning environment and the key elements of successful behaviour management within such a unique community
- A strong performance management ethos with an emphasis on accountability for goals, standards and continuing professional development

Above all the successful candidate will aspire to Headship, enjoy an autonomous role in a forward thinking School with a difference! Similarly, an enjoyment of working with young people in a boarding environment and working in a community that values collegiality and mutual respect is important.

A sense of perspective, an ability to forgive when people make mistakes, together with a sense of humour is absolutely vital!