

Vice Principal Inclusion

1. The Post

Please see the [attached role profile and person specification](#).

2. Terms of Appointment

- Permanent

The Role Profile is subject to the general conditions of service for a teacher as set out in the States of Guernsey's Terms and Conditions for Teachers in Guernsey.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

The above duties are not exhaustive but the Role Profile is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

Further information can be found here: www.gov.gg/ourfutureeducation

States of Guernsey - Secondary School Partnership

Role Profile

1. Job Description

Position:	Vice Principal Inclusion (VPI)		
Grading	L16 - L18		
Responsible to:	Principal	Responsible for:	Assistant Principal Inclusion, SENDCo, Year Team Leaders, Assistant School Child Protection Officer
Profile Reference	VPI		
Effective Date of Role Profile	1 September 2025		

MAIN PURPOSE OF THE ROLE

The Vice Principal Inclusion (VPI) will support the Principal in providing overall leadership for the School, working to develop an inclusive, supportive and challenging culture for both staff and students, within a safe and secure environment.

The postholder will deputise for the Principal and represent the School at a strategic level in a wide variety of contexts as required and take a lead role in the overall management of the School and the achievement of its mission. The VPI will lead the development of an inclusive culture that meets the needs of learners and makes a positive contribution to improving the life chances of young people. The VPI will be expected to work collaboratively with the Executive Leadership Team and other schools in the Secondary School Partnership in the pursuit of excellence for all, professional support and continuous improvement.

MAIN DUTIES & RESPONSIBILITIES SPECIFIC TO THE ROLE

Leadership and Accountability

The postholder will:

- Take the strategic lead for pastoral support, attendance, behaviour and safeguarding across the school.
- Lead the pastoral, inclusion and safeguarding teams to secure high standards and the effective deployment of resources, engagement with external services and agencies, leading to improved outcomes for all students.
- Be the designated School Child Protection Officer (SCPO) for the school and line manage the Deputy School Child Protection Officer.
- Be responsible for developing a culture which ensures student safety and wellbeing so that all students feel safe in the school community.
- Lead the oversight and provision of Looked After Children (LAC) and other vulnerable groups. The VPI will ensure that bespoke educational packages are in place for students where needed.
- Contribute to strategic improvement plans and take the lead for key aspects of these plans

Inclusion, Teaching and Quality Assurance

- Monitor and track the progress of students to ensure appropriate support is provided, leading to strong outcomes for every student.
- Take strategic responsibility for all aspects of personal development, behaviour and wellbeing in school and be the champion for student voice in the school.
- Lead the school's work on diversity and inclusion.
- Lead the development of strategies, policies and practices aimed at raising academic standards through improved attendance, behaviour and personal development.
- Regularly monitor and update the effectiveness of policies which the role has responsibility for and contribute to other policies as required.
- Fulfil the role of a [teacher](#) for their timetabled classes

Professional Development

The postholder will:

- Participate in the performance management process and take responsibility for personal professional development
- Identify training needs for all staff in relation to Inclusion and advise on appropriate training and development to support continuous improvement across all aspects of school life
- Ensure (with the Vice Principal Curriculum) that all staff have access to continuous professional development.
- Lead school and partnership development by sharing professional learning, expertise and skills with others

Compliance and Health and Safety

The postholder will:

- Ensure all staff comply with safeguarding procedures within the school.
- Ensure the school is a safe and secure learning environment
- Comply with procedures on all matters concerning safeguarding, health, safety and welfare, confidentiality and data protection in accordance with the policies and procedures of the Education Office and the States of Guernsey and to report all concerns to an appropriate person.
- Create and promote positive strategies for challenging prejudice, discrimination and bullying
- Ensure that all school activities meet relevant health and safety requirements
- Work with the School Leadership Team to ensure the effective management of educational visits and trips and compliance with States of Guernsey guidance and statutory responsibilities.

** Specific areas of responsibility will be agreed as part of Performance Management.*

2. Person Specification

Qualifications and experience	Rating	Source
<ul style="list-style-type: none">● An experienced, outstanding and inspirational teacher with a proven record of securing excellent student progress.	E	
<ul style="list-style-type: none">● Proven skills in a whole school leadership role and able to demonstrate successful development, leadership and implementation of whole school initiatives.	E	

<ul style="list-style-type: none"> ● Experience of analyses and evaluation of data and the implementation of solutions to inform decisions that enhance school improvement 	E	
<ul style="list-style-type: none"> ● Experience, understanding and skills relevant to the specific responsibilities of the post. 	E	

Skills, abilities and competencies	Rating	Source
<ul style="list-style-type: none"> ● Ability to develop and implement strategies for raising standards which have impacted on school outcomes 	E	
<ul style="list-style-type: none"> ● Ability to challenge and address underperformance 	E	
<ul style="list-style-type: none"> ● Ability to work with all staff as a team member and demonstrate excellent communication skills to a wide range of people 	E	

Personal attributes	Rating	Source
<ul style="list-style-type: none"> ● Excellent written communication skills and proven experience in report writing. 	E	
<ul style="list-style-type: none"> ● Evidence of further academic/professional study 	D	
<ul style="list-style-type: none"> ● Current driving licence and own transport 	D	

Rating of attribute: E = Essential; D = Desirable