



THORNHILL COLLEGE

Thornhill College is a long-established Catholic girls' grammar school located on the Culmore Road in Derry, Northern Ireland. Founded in 1886 by the Sisters of Mercy, Thornhill's ethos is reflected in its motto, "Adveniat Regnum Tuum" ("Thy Kingdom come"). The school's core aim is to instil values of mercy, integrity, care and compassion, humility, equality, achievement, leadership, and service to the community.

The College educates girls aged 11 to 18 and has an enrolment of approximately 1,400 students supported by around 140 staff. It is widely regarded as a first-choice grammar school, emphasizing academic excellence, pastoral care, Catholic values, and an inclusive ethos- a school where girls are inspired to achieve, empowered to lead, and nurtured to grow into confident, compassionate young women.

It is our belief that every girl who joins Thornhill College brings with her unique talents, aspirations, and potential—and it is our privilege to help her discover and develop these to the fullest as highlighted in our school vision: Belonging, Believing, Becoming. The staff and Governors are committed to improving outcomes for all students through an extensive programme of self- evaluation, school improvement and review resulting in a dynamic School Development Plan.

Thornhill College has a rich extracurricular tradition and well-established links with the Foyle Learning Community, tertiary education providers, employers, and the local community. These experiences help shape well-rounded individuals who are prepared not only for academic success, but for life beyond school as evidenced by our notable alumnae across politics, the arts, and many areas of public life.

ROLE OF VICE-PRINCIPAL

The Board of Governors invites applications for the post of Vice-Principal in our large, high-achieving all-girls post-primary Grammar school, renowned for its academic excellence, strong pastoral ethos, and commitment to developing confident, independent young women.

This is a key senior leadership role, offering an exceptional opportunity for an experienced, dynamic, and forward-thinking leader to help shape the strategic direction of the school. The successful candidate will work in close partnership with the Principal, Senior Leadership Team, and wider school community to ensure the continued delivery of outstanding teaching and learning, high-quality pastoral care, and an enriching school experience.

The Vice-Principal will have a significant whole-school remit, which may include responsibility for areas such as curriculum and assessment, teaching and learning,

safeguarding, pastoral leadership, pupil progress, staff development, school improvement planning, and operational management. They will demonstrate the ability to inspire staff and pupils, lead change effectively, and uphold the values, standards, and traditions of a Grammar school environment.

Applicants must have a proven record of excellent leadership at middle or senior level, a deep understanding of post-primary education in Northern Ireland, and a commitment to fostering an inclusive, supportive, and empowering school culture for girls aged 11–18.

This role requires a leader with vision, integrity, resilience, and warmth—someone who will champion the aspirations and wellbeing of our pupils, support staff professionally, and contribute positively to the life of this vibrant and ambitious school.

JOB DESCRIPTION

JOB SYNOPSIS

The Vice Principal reports to the Principal. S/he will work closely with the Principal in providing core leadership and in managing the strategic direction and development of the school. S/he will lead by example, will be fully committed to the promotion of the school's educational aims, values, and mission, demonstrating initiative, enthusiasm, and responsibility in the exercise of all duties.

Key Areas for the Vice-Principal are:

1. General

- 1.1 To deputise for the Principal or Vice-Principal when required.
- 1.2 To contribute at a significant level to whole school development planning.
- 1.3 To design, implement, monitor, evaluate and review policies and procedures to effect school improvement.
- 1.4 To participate fully in Senior Management team meetings, value and support the work of all members.
- 1.5 To keep abreast of educational initiatives, sharing knowledge and expertise with others.
- 1.6 To take a leading part in the life of the school, supporting and assisting in the organisation of all events and activities and ensuring the presentation of a positive image of the school to the wider community
- 1.7 To establish effective links with parents, other schools, outside agencies, business, industry, and the community to support and extend the educational experience.
- 1.8 To share responsibility for conducting daily Assembly in consultation with the Principal, Assembly Co-ordinator, Heads of Year and Religious Education Department.
- 1.9 To be available for part of the summer holiday for administration and/or planning as required.
- 1.10 To represent the school when required at functions actively promoting the school in collaboration with any teacher or group working within the public relations domain.

2. Ethos

- 2.1 To be responsible for discipline to promote a culture of self-discipline, learning, and achievement.
- 2.2 To ensure that the School vision 'Belonging, Believing, Becoming' is promoted and lived.

3. Staff

- 3.1 To assist the Principal in the efficient and effective deployment of staff and resources.
- 3.2 To participate in the recruitment and selection of teaching, support, and supervisory staff.
- 3.3 To induct new staff and newly promoted staff in the ethos, policies, and procedures of the School.
- 3.4 To assist at a significant level in all aspects of Staff Wellbeing (Being Well Doing Well).
- 3.5 To value and support the work of all staff members.
- 3.6 To lead and organise Professional Development in Staff Development Days.
- 3.7 To assist the Principal in the management of the PRSD Scheme.
- 3.8 To advise the Principal on the implications for staffing in light of curriculum changes.
- 3.9 To assist the Timetabling Team in the construction of the school timetable using the C2K system, taking a leading role in the deployment of staff and allocation of classes in liaison with the Principal and Time-tabler.

4. Pupils

- 4.1 To ensure the holistic needs of pupils are addressed through policy and practice.
- 4.2 To oversee accurate records of pupils' attendance, performance and to ensure that a system for early identification of underperformance and support for same is in place.
- 4.3 To create and maintain an effective partnership with parents in order to improve pupil achievement and personal development.
- 4.4 To contribute to monitoring pupil achievement and standards providing data for evaluation of the school's performance and to identify areas for school improvement.
- 4.5 To develop a range of strategies for engaging pupils and parents in the evaluation and review of learning and teaching.
- 4.6 To maintain and develop links with external partners.
- 4.7 To assist the work of the Principal on pupil admissions.
- 4.8 To oversee and contribute to the development and implementation of policy and practice to support pastoral care and the preventative curriculum.
- 4.9 As required and as directed by the Principal, oversee staff's professional development in the areas of Pastoral Care and Discipline including a programme for Staff Development Days and the PRSD process.
- 4.10 To effectively liaise with the Education Authority and other all relevant statutory agencies in relation to pastoral care issues.

5. Curriculum

- 5.1 To manage, review and develop a curriculum which meets the needs of all pupils as well as statutory requirements and any collaborative arrangements associated with the Entitlement Curriculum and ensure all pupils have access to suitable pathways to Further and Higher Education.
- 5.2 To demonstrate a sound knowledge of current educational issues.
- 5.3 To develop/review the relevant learning and teaching and assessment and marking policies in liaison with MLT and SLT.
- 5.4 To review curriculum provision regularly with the Principal to ensure the needs of the pupils are appropriately met.
- 5.5 To promote the integration of ICT / e learning, incorporating AI, by all departments.
- 5.6 To promote extra-curricular programmes in all Key Stages.

6. Teaching and Learning

- 6.1 To assume responsibility for the academic achievement and high standards within the School.
- 6.2 To monitor standards and promote excellence in Teaching and Learning throughout the school.
- 6.3 To ensure the learning environment reflects the expectations of standards of excellence and to check displays and promotion of pupils' work.
- 6.4 To teach a reduced timetable, set example of good practice and to carry out professional duties in accordance with the Terms and Conditions of Employment of Teachers Regulations (1987), as amended September 1994.
- 6.5 To monitor pupil achievement and standards using data for school improvement.
- 6.6 To fulfil a key, strategic role in conjunction with the Principal and SLT, in relation to Child Protection and Safeguarding.
- 6.7 To fulfil a key role in policy development and review in conjunction with the Principal and SLT.

7. Other Duties

- 7.1 To carry out the day-to-day organisation and administration in the School
- 7.2 To liaise with Statutory agencies (DE, EA, ETI, CCEA and Others)
- 7.3 To carry out any other reasonable duties as requested by the Principal.

The Vice-Principal's duties are not restricted to 1265 hours and the carrying out of the above duties will also involve planning and administration in July and August. These duties are subject to change as required in the interest of the school and in negotiation with the Principal.

Thornhill College is committed to following Child Protection guidelines and procedures as prescribed by DENI and EA.

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