



Appointment of Principal

Ken Stimpson Community School



Job description: Principal

The Core purpose of the role is to provide professional leadership and management of the school that will create secure foundations from which the school standards will be raised from good to outstanding.

Key priorities:

- Lead the strategic development of a growing school.
- Establish plans, structures, systems and processes that support the above.
- Appoint high calibre staff to support the growth.
- Promote and support outstanding teaching.
- Establish the school as the school of choice for parents in the area.

To achieve success the post holder will:

- Work with the Governing Body to provide vision, leadership and direction.
- Lead and manage teaching and learning to secure the highest possible levels of progress and attainment.
- Promote excellence, equality and high expectations of all students.
- Deploy the school resources effectively and efficiently to achieve the school's aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Ensure effective and efficient day-to-day management, organisation and administration of the school.
- Secure the commitment of the wider community and encourage the involvement of parents and carers.
- Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.

Key responsibilities:

Strategic direction and shaping the future

The post holder will:

- Lead the development of the school and create a successful ethos and practice.
- Demonstrate the school's values in everyday work and practice.
- Work within the school community to translate the school's vision into practice that promotes and sustains continuous improvement in the school.
- Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure the House system is meeting pastoral and academic needs.
- Be responsible for the school's management and development of all its resources.
- Advise the Ken Stimpson Community School Governing Body on the formulation and implementation of policies.

Teaching and learning:**The post holder will:**

- Deliver an innovative curriculum, based on excellence for all through personalised learning whilst meeting statutory requirements and the school's educational vision.
- Ensure that the curriculum delivered matches the needs of all students and is supported by teaching of the highest quality.
- Establish and maintain a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Create a culture and ethos of challenge and support where all students achieve success and become engaged in their learning.
- Implement strategies that secure high standards of behaviour and attendance.
- Monitor and evaluate the curriculum for both quality and value for money.
- Ensure students feel happy, safe and supported and have all barriers to their learning and progress addressed or removed.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Achieve robust systems of pastoral care and personalised learning to ensure every student feels valued and is known and supported during their time at the school.

Leading and managing staff:**The post holder will:**

- Develop and embed an organisational structure that reflects the school's values and enables management processes to work effectively in line with legal requirements.
- Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals.
- Lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance.
- Provide effective induction, continuing professional development and performance management in line with the school's strategic plans.

Financial and facilities management

The post holder, assisted by the Business Manager, will:

- Plan and manage the school's finances and resources to ensure maximum benefit for students.
- Provide advice to the Ken Stimpson Community School Governing Body on the formulation of the annual and projected yearly budgets in order that the school secures its objectives.
- Set appropriate priorities for expenditure and allocation of funds.
- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for everyone at the school.
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.
- Ensure effective administration and audit control.
- Be accountable for health and safety requirements.

Partnerships

The post holder will:

- Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the original vision of the school.
- Ensure learning experiences for all students are integrated with the wider community and that, where possible, they are community-based.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community.
- Identify and develop strong partnerships and relationships with local primary and local secondary schools.
- Secure strong links with other key partners who are supporting the school's development.
- Maintain and strengthen links with other schools and academies to share best practice and to promote the development of staff through mentoring, sharing resources and collaborative working to benefit all schools.
- Collaborate with the Local Authority and other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
- Work closely with the Ken Stimpson Community School Governing Body to ensure that the development of the school is a success.
- Engage across all areas of Ken Stimpson Community School.
- Create a culture where parents and carers are encouraged to engage with the school and where they feel included and involved in their child's education.

Person Specification:	Principal Measure:
<p>Education and qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> • First degree. • Recognised Qualified Teacher Status. • Recent and relevant professional development. <p>Desirable</p> <ul style="list-style-type: none"> • NPQH or NPQSL. • Higher degree relevant to Headship. 	Application
<p>Experience/employment record</p> <ul style="list-style-type: none"> • Successful track record of leadership at Head, Deputy Head or Assistant Head level in the secondary sector in the UK, including Sixth Form. • Evidence of successful financial and resource management. • Recently worked in a good or outstanding school and understands what excellence looks like within educational leadership and management. • Successful track record of leadership in the secondary sector in the UK in a school of 1000+ students including the Sixth Form. 	Application/Interview/References
<p>Personal qualities</p> <ul style="list-style-type: none"> • Integrity and sound judgement. • Strategic vision. • Approachable, reliable, has presence and is highly visible to students, parents, carers and the wider community. • An outstanding classroom practitioner. • Capacity for and commitment to own personal development. • Supportive, energetic, driven and confident. • Inclusive and collaborative. • Ability to mentor, inspire, coach, influence and motivate others. • An effective decision maker. • A commitment to comprehensive education. 	Application/ Interview/References
<p>Leadership and management (student attainment, progress and wellbeing)</p> <ul style="list-style-type: none"> • Proven commitment to high levels of student attendance, progress, attainment and safety. • The ability to inspire high levels of performance in students. • Thorough understanding of monitoring and evaluation strategies relating to student outcomes and the ability to translate information into detailed plans and targets. • The ability to analyse and interpret complex data. • A commitment to promoting and safeguarding the welfare of young people. • Commitment to SMSC. 	Application/ Interview/References