



**Job description:** Principal with 0.6 Teaching

**Location:** Okeford Fitzpaine CE VA Primary School

**Reporting to:** Governing Body up until conversion then Executive Headteacher/CEO  
(where Governing Body is mentioned below, after conversion this also relates to CEO and Executive Headteacher)

**Salary:** Leadership Scale - L10 -L16

The school is in the process of joining Southern Academy Trust

**Main purpose of the job:**

The Principal will promote and support the vision and direction of Okeford Fitzpaine CE VA Primary School by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Principal leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Principal at Okeford Fitzpaine Primary School will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Governing Body has overall and strategic responsibility for the school and will support and advise the Principal and is their line manager.

**Key responsibilities:**

**The main role of the Principal of the school is to be responsible for the quality of teaching and learning, outcomes for children and ensuring that the ethos of the school's vision and values is reflected in its daily life. The Principal works with the governors and benefits from the support of the Southern Academy Trust to enable the smooth running of the school to achieve the best for children.**

The Principal will continue to raise standards of achievement, be responsible for all day- to -day management of the children, staff, adult users, resources and building so as to promote and secure the achievement and well being of all children and adults. The Principal will work with the Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Principal will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Principal will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Principal will consult and liaise with and work in partnership with the Governing Body. He/she will consult, as appropriate, with the Local Authority, the Diocese, the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Principal therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his/ her responsibility towards them. The Principal will be closely involved with the Governing Body in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

### **Vision, direction and development**

The Principal will:

- Support the Governing Body in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Diocese, Governing Body and other key stakeholders to ensure the school's vision and Christian Ethos is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- Work with senior leaders, staff and governors to translate the strategic plan for the school into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with staff and governors to rigorously evaluate progress towards targets and outcomes
- Support the Governing Body in ensuring that all school policies are regularly reviewed and updated and that staff are involved in this process
- Advise and support staff and governors in policy development and implementation
- Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote Okeford Fitzpaine Primary CE VA School within the local, national and global community.

### **Leading Teaching and learning**

The Principal will:

- Ensure that learning is at the heart of strategic planning and resource management.
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Okeford Fitzpaine CE VA Primary School
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.
- Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- With the Governing Body ensure that there is an effective system for assessing, recording and reporting of

children's progress

- Maintain a consistent and continuous focus on children's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement strategies that maintain high standards of behaviour and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children.

## **Leading and Managing Staff**

The Principal will:

- Liaise with the Governors in the recruitment and selection of teaching and support staff
- Act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Support the Governors in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Regularly lead whole school Collective Worship.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school

## **Efficient use of resources**

The Principal will:

- Work with the Governing body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day-to day basis ensuring effective administration and value for money
- Monitor the budget and with the Governing Body make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Governing Body in securing additional and sufficient resources for the school.

## **Accountability**

The Principal will:

- Work with the Governing Body to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship
- Provide information and support to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis

- Ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement
- Work with the Governors to update regularly the Self Evaluation Form (SEF) for Ofsted, update the school improvement plan and collect evidence to support judgments made in evaluating the school's success
- Work with the Governors to ensure that standards required for SIAMS are achieved
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning

## **Partnership**

The Principal will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between the pyramid schools and the wider school communities
- Develop and encourage an effective partnership with the community, drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals