

University of Kent Academies Trust

Job Description Principal Chatham Grammar School for Girls

Accountable to: Executive Principal and UKAT Board of Trustees

Pay level: UKAT Scale £73,876 - £80,671

This is a pivotal role within the Trust as the post holder will be the Lead Professional who will have an influential position in securing high academic standards within the Academy and developing and shaping the Academy ethos. The post holder will contribute to the successful development of the wider MAT. The values and ambitions of the post holder will impact on the achievements of generations of young people, and on the quality of teaching and learning delivered across the Academy and on the ethos and climate created. The job description below is taken from the contemporary standards expected of education leaders today and should be read in conjunction with the person specification.

Key Accountabilities

1. To be accountable for the educational and wider outcomes of students.
2. To set high expectations in all areas of work across the Academy
3. To create a workplace where students and staff feel valued and their wellbeing is promoted and supported.
4. To ensure high quality CPD for all staff
5. To build and set a positive and motivating ethos/climate that promotes equality of opportunity and diversity across the Academy.
6. Secure an exemplary climate for the behaviour of students.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world class education for the students in the Academy.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents/carers, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, reporting directly to the EP and FD, working within a clear set of principles centred on the MAT and Academy's vision, ably translating local and national policy into the Academy's context.
6. Communicate compellingly, the MAT and Academy's vision, and drive the strategic leadership, empowering all students and staff to excel.

Students and staff

1. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between academies, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, utilising the UKAT central systems to coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and process

1. Ensure that the MAT and Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Support the ongoing development and implementation of rigorous, fair and transparent systems and measures for managing the performance of ALL staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively provide excellent and accurate reporting of the Academy's achievements and areas for improvement thereby supporting the EP and Trustees to ensure it can deliver its functions effectively – in particular its functions to set MAT and Academy strategy and hold the Principal to account for student, staff and financial performance.
5. Provide information to ensure the Trustees and FD can exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the Academy's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

1. Create an outward-facing academy that works effectively with other academies in the MAT and with other organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence,

harnessing the findings of well evidenced research to frame self-regulating and self-improving academies.

4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff, encouraging succession planning.

5. Model entrepreneurial and innovative approaches to academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

6. Inspire and influence others - within and beyond academies - to believe in the fundamental importance of education in young people's lives and to promote the value of education.