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| **Position Title:** | **EXECUTIVE PRINCIPAL** |
| **Line Manager:** | **BOARD OF DIRECTORS** |
| **Reports to:** | **BOARD OF DIRECTORS** |
| **Salary Scale:** | **EXECUTIVE PRINCIPAL SCALE** |

**KEY STRATEGIC RESPONSIBILITIES**

* Work closely with the Board of Directors on the aims, policies and strategic direction of the school, provide regular, transparent analyses of performance, and generally advise and assist the Governing Board in carrying out its functions.
* Develop and implement long term strategic plans for the school clearly setting out the vision, identifying key milestones and targets and liaising with the General Manager/Bursar on financial strategy
* Ensure Quality Assurance practices are firmly embedded and adopted effectively in all areas of school operations
* In line with long-term strategy, develop and implement annual school improvement plans with clear priorities and timetabled actions.
* Ensure the school’s internal management structures are effective and advise the Board on future staffing needs.
* Understand and respond to the challenges presented by student retention and recruitment
* Act as the public face of the school, promoting it energetically and effectively so that it is the school of first choice for parents and their children
* Develop the school’s policies, procedures and operations efficiently and effectively in line with the strategic plan

**SPECIFIC AREAS OF RESPONSIBILITY**

**ACADEMIC LEADERSHIP**

* Inspire a love of learning and a pursuit of academic rigour
* Regularly review the curriculum to ensure that it remains challenging and imaginative, appropriate to the changing needs of the pupils and be willing to take a broad view and consider alternatives.
* Monitor and evaluate the standards of teaching and learning to ensure that the progress of teachers and pupils is assessed and recorded and that the quality of teaching is of the highest standard.
* Ensure that the School makes the best use of technology as a resource for teaching and as an aid for learning and research.
* Further develop the enrichment curriculum for all phases, including adult provision and the community offer
* Understand the requirements and demands of higher education and the professions, so that pupils can pursue their ambitions in their chosen fields after leaving school.

**BUSINESS LEADERSHIP**

* In conjunction with the Chief Financial Officer, ensure the probity of financial systems and processes within the school.
* Foster an atmosphere of accountability in all sections regarding costs and expenses.
* Develop alternative revenue streams wherever possible which help to ensure the financial security of the school.
* Ensure effective budgeting procedures are in place to ensure financial transparency in all financial matters.
* Help to ensure that effective reporting procedures for Board of Director oversight.

**PASTORAL LEADERSHIP**

* Ensure a safe working environment for students, staff and visitors in which the well-being of children is the highest priority, shared by all.
* Foster an atmosphere of mutual respect, support and friendliness within the School, ensuring a high standard of behaviour.
* Develop a culture within the School in which diversity is celebrated and personal character is valued and which enables pupils to take their place within society and lead fulfilling lives.
* Develop exceptional standards of pastoral care which recognises the needs of the

individual and offers appropriate support and encouragement.

* Foster a sense of freedom and confidence for pupils and staff to challenge themselves with a flexibility that enables all to fulfil their gifts.
* Ensure effective arrangements are made to safeguard and promote the welfare of pupils at the school, taking into account the local context.

**MANAGEMENT AND STAFF**

* Recruit, manage and develop a high quality team of suitable teachers and support staff who are committed to the success of the pupils and maintain excellent standards of teaching and support for learning.
* Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the School, ensuring that lines of responsibility and accountability are clear.
* Promote a culture of personal development and ensure that all staff are appropriately supported by training, appraisal and opportunities for professional progress.
* Create an aspirational environment in which, by encouragement and delegation, colleagues are enabled to seek further responsibility and professional advancement.

**PARENTS AND THE WIDER COMMUNITY**

* Maintain excellent communication links with parents to ensure that they receive regular and informative feedback on student progress, effective communication to keep them informed of the School’s activities and pupils’ achievements and generally to encourage their strong support of the life of the School.
* Ensure that the parents are able to express their views openly and constructively and feel that their voice has been heard.
* Reach out to the local community to foster excellent relationships and contribute to the life of the wider community around the School.

**CO/ EXTRA-CURRICULAR ACTIVITIES**

* Develop and offer personal support to a rich provision of co-curricular and extyra-curricular activities and ‘additional’ pursuits, nurturing the talents and abilities of the pupils, promoting self-discovery and expression, encouraging teamwork and providing service to others.