JOB DESCRIPTION

**Post:** Principal

**Grade:** Leadership Scale, Range 6 (pts 29 – 35)

£77,583 - £89,874

**Responsible to:** Governing Body

**Main Purpose**

To provide professional leadership and management for the college and to promote a culture of excellence, equality and high expectations of all pupils.

To establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils in terms of their broad range of learning difficulties.

To work with the Governing Body to develop a collaborative and collective college vision which places our pupils at the centre of everything we do and which embraces excellence, high standards and inclusion, and to translate that vision into reality.

To develop a team that has the necessary skills, knowledge and experience to improve the life chances of our pupils and to promote equality, respect diversity, challenge stereotypes and to promote the rights of children and young people.

To promote and deliver best practice and excellence in teaching and learning, ensuring that every pupil achieves his or her maximum potential, and to monitor progress towards achieving this.

To create a safe and productive learning environment which is both engaging and fulfilling for all pupils.

To efficiently and effectively manage college finances and resources to enable the college to successfully achieve our vision and aims.

To develop and to maintain effective relationships with the Governing Body to ensure effective governance of the college and to assist the Governing Body in the discharge of its responsibilities.

To develop and to maintain effective relationships with parents and carers, recognising the role parents, carers and families play in helping children to succeed and thrive.

To create an outward‐facing college that works collaboratively with other schools, colleges, organisations, partners and with members of the wider community, to enhance the education of all pupils and to champion best practice.

**General Professional Requirements and Functions**

The Principal is expected to:

* Observe and undertake the professional responsibilities of a Principal as outlined in the latest edition of the School Teacher’s Pay and Conditions document.
* Observe, demonstrate and promote the high standards of excellence required of Headteachers/Principals as detailed in the latest edition Department for Education National Standards of Excellence for Headteachers.
* Observe and enact any relevant statutory guidance or regulation relating to the education or welfare of children and young persons, or to the efficient management and organisation of schools, that is promulgated by central or local government.

**Specific Duties and Responsibilities**

**Shaping the Future**

To work with the governing body and others to create a shared strategic vision for the college which inspires and motivates pupils, parents and carers, staff and other members of the college community and to plan for the future needs and further development of the college.

To achieve this the Principal will:

* Ensure the vision for the college is clearly articulated, shared, understood and acted upon effectively by all.
* Work within the college community to translate the vision into agreed objectives and operational plans which will promote and sustain college improvement.
* Demonstrate vision and values in everyday work and practice.
* Motivate and work with others to create a shared culture and a positive climate.
* Ensure creativity, innovation and the use of appropriate new technologies and pedagogies to achieve excellence.
* Ensure that strategic planning and the college culture and curriculum take account of the diversity, values and experience of the college and community at large.
* Think strategically and plan for the future.
* Promote a culture of continual college improvement, high attainment and best practice.

**Leading Teaching and Learning**

The Principal has a central responsibility for raising the quality of teaching and learning. This involves high expectations and ensuring consistently high quality teaching and learning throughout the college to ensure that all pupils achieve their maximum potential.

To achieve this the Principal will:

* Demonstrate personal enthusiasm for and commitment to the learning process.
* Demonstrate the principles and practices of effective teaching and learning.
* Establish creative and responsive approaches to teaching and ensure that effective learning is embedded throughout the college and at the centre of our activities.
* Ensure the design and implementation of a curriculum which inspires and engages all pupils and which properly prepares them for adult life, enabling every pupil to reach their maximum potential.
* Monitor, evaluate and review classroom practices and develop and promote improvement strategies to ensure the highest possible standards of teaching throughout the college.
* Ensure a consistent and continuous college-wide focus on pupil achievement, using data and benchmarking to monitor and improve every pupil’s progress.
* Develop and implement strategies to secure and maintain high standards of behaviour and attendance.
* Celebrate achievement and excellence and challenge poor performance across the college.
* Develop and demonstrate an effective working knowledge and understanding of the range of medical conditions and disabilities that our pupils exhibit.
* Promote an understanding of the range of medical conditions and disabilities that our pupils exhibit amongst all members of staff.
* Being responsive to and meeting the needs of all students within the school, for example those with communication interaction needs, hearing impairment and social and emotional mental health needs.
* Establish close, effective and successful working relationships with healthcare, social care and other professionals involved in the care and wellbeing of our pupils.
* Develop a holistic approach to the successful education of our pupils and, where necessary and appropriate, promote or incorporate medical and therapeutic interventions to improve development, well-being and learning.
* Develop and promote an ethos which focuses on preparing our pupils for adult life by developing life skills and independent living and exploring possible avenues for future employment, education and training.

**Developing Self and Working with Others**

To develop effective relationships and communication which will underpin a professional learning and caring community that enables everyone in the college to achieve.

To achieve this the Principal will:

* Foster an open, fair and equitable culture across the college and manage conflict impartially and dispassionately.
* Develop, empower and sustain individuals and teams.
* Engender positive working relationships with and between all staff and with governors.
* Lead, challenge, influence and motivate staff and others to attain high goals.
* Enable all staff to develop expertise in their respective roles through comprehensive identification of needs and providing an effective programme of continuing professional development.
* Give and receive effective feedback and act to improve personal performance.
* Work collegiately, delegate appropriately and accept support from others including colleagues, governors and the local authority.
* Maintain effective relationships with organisations representing teachers and other staff members.

**Managing the Organisation**

To deliver effective and efficient management and organisation of the college, its staff and its resources in order to provide a safe and productive learning environment and to engender a culture of continual and rigorous self-evaluation and improvement.

To lead, motivate, support, develop and challenge staff to secure individual and collective improvement.

To develop organisational structures, policies and procedures that are fit for purpose and which fully meet the needs of the college and the expectations of our pupils and those that care for them.

To achieve this the Principal will:

* Take responsibility for safeguarding and promoting the welfare of children, staff and all stakeholders.
* Lead by example as a model of professional conduct demonstrating high personal standards, professional expertise and commitment.
* Manage the college effectively and efficiently on a day to day basis.
* Create an organisational structure which delivers the vision, aims and objectives of the college and which enables it to function effectively in line with legal and regulatory requirements.
* Exercise sound financial planning and management of the college in accordance with current policies and regulations ensuring effective administration and control of expenditure.
* Assist governors to prepare and set an appropriate annual budget for the college, matching anticipated income to appropriate spending priorities in order to maximise pupil achievement.
* Manage, monitor and review the range, quality and use of accommodation and resources across the college to maximise pupils’ achievement, secure value for money and eliminate waste, ensuring an equitable distribution according to the requirements of the curriculum and individual pupil’s needs.
* Manage, monitor and review the effective and efficient delivery of the college’s commitments.
* Provide a safe, secure, calm and well-ordered college environment suited to the needs of all our pupils.
* Promote the innovative use of information technology across the college.
* Assist governors to develop and issue appropriate polices governing the efficient and effective management, organisation and functioning of the college and to devise, publish and implement effective procedures to enact those polices.
* Work with governors to recruit teaching and non-teaching staff of the highest quality and ability.
* Deploy staff efficiently and effectively, making use of their individual skills, expertise and experience, to provide a high quality education for our pupils.
* Plan, allocate, support and evaluate work undertaken by individuals and teams, ensuring clear delegation and delineation of responsibilities in a manner consistent with individual terms of reference and conditions of service.
* Utilise fully the senior staff of the college in order to develop their skills as effective leaders and managers and to ensure the effective management of the college in the absence of the Principal.
* Ensure that all staff have access to advice and training appropriate to their needs, in accordance with college policies.
* Ensure that newly appointed staff or those returning after a break have access to appropriate support and guidance during their first year.
* Implement effective systems for the performance management and appraisal for all members of staff, incorporating individual targets for future development and, in the case of teachers, for targets relating to pupil achievement.

**Securing Accountability**

To meet legal and contractual responsibilities reporting to the governing body, Local Authority, pupils, parents, carers and other stakeholders.

To achieve this the Principal will:

* Support and advise the governing body to enable governors to meet their statutory responsibilities.
* Provide timely and accurate information and reports to the governing body on the discharge of the Principal’s functions, the affairs of the college, financial management, the quality of teaching and learning and pupil progress.
* Develop a college ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Ensure individual staff accountabilities are clearly defined, well understood and agreed, and that are subject to rigorous review and evaluation.
* Develop and present a coherent, accurate and easily understood account of the college’s performance in a form suitable for a range of audiences.
* Ensure that parents, carers and pupils are well informed about the workings of the college, the curriculum, attainment and progress and that all parents and carers are given every opportunity to contribute to, and participate in, decision making about their child’s education and care.

**Strengthening Community**

To promote the spiritual, moral, social and cultural well-being of our pupils.

To promote fundamental British values and to challenge prejudices.

To work collaboratively with parents and carers, with schools and with external agencies and organisations to bring positive benefits to our pupils and to the wider community.

To achieve this, the Principal will:

* Build a college culture that recognises the richness and diversity of our community.
* Create, promote and maintain positive strategies for challenging prejudices, bullying and harassment.
* Create, promote and maintain positive strategies to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
* Collaborate with other agencies and organisations to promote the academic, spiritual, moral, social, emotional and cultural development and well-being of our pupils.
* Collaborate with healthcare and social care colleagues to promote a holistic approach to the education, wellbeing and care of our pupils and to support those that care for them.
* Create, promote and maintain an effective partnership with parents and carers to support and improve pupil’s achievement and personal development.
* Collaborate with the Local Authority and with the Headteachers/Principals of other local special colleges and special provisions to promote best practice and to plan for and to improve the delivery of special needs education across the Authority.
* Develop and maintain a range of community based learning and development experiences for our pupils.
* Develop, maintain and review after college and holiday clubs, and other out of college provisions as appropriate.

***This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.***

*The job description will be reviewed and may be amended from time to time, within the terms of your Conditions of Employment, after consultation with the post holder.*

*The college is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.*

National standards of excellence for Headteachers – January 2015

**Domain One**

**Excellent headteachers: qualities and knowledge**

*Headteachers:*

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.

2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.

3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their 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, within a clear set of principles centred on the college’s vision, ably translating local and national policy into the college’s context.

6. Communicate compellingly the college’s vision and drive the strategic leadership, empowering all pupils and staff to excel.

**Domain Two**

**Excellent headteachers: pupils and staff**

*Headteachers:*

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.

2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.

3. Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between colleges, 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, coaching 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.

**Domain Three**

**Excellent headteachers: systems and process**

*Headteachers:*

1. Ensure that the college’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 pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in college and in the wider society.

3. Establish 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 support the governing board to understand its role and deliver its functions effectively – in particular its functions to set college strategy and hold the headteacher to account for pupil, staff and financial performance.

5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the college’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.

**Domain Four**

**Excellent headteachers: the self-improving college system**

*Headteachers:*

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

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 schools.

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

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

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