

ST MARY'S CHURCH OF ENGLAND ACADEMY



Job description

Job Title: Principal

Location: St Mary's Church of England Academy,
Trinity Avenue, Mildenhall, Suffolk, IP28 7LR

Salary Range: Leadership Pay Range L25 – L32 commensurate with
experience

Responsible to: The Members and Governors of the Academy Trust

The core purpose of the role:

To provide professional leadership, management and vision for the school that will promote excellent education for all the pupils and achieve high standards for all aspects of school-work and life, in accordance with the school's distinctive Christian ethos and its declared values.

Strategic direction and development of the Academy

To work with the Governing Body and other key stakeholders to develop a strategic vision for the academy in the context of future needs and developments locally and nationally, building on its recent achievement in gaining a 'Good' Ofsted judgement.

To ensure that the vision is clearly articulated, shared, understood and acted upon by all involved.

To formulate overall aims and objectives for the academy to promote and sustain school improvement.

To inspire, motivate and work with others to create a shared culture and positive climate.

To ensure that strategic planning secures outstanding teaching, successful learning and achievement by all pupils, and an educational experience that develops the whole child and every child, preparing them for the opportunities and responsibilities of adult life within a secure and stimulating environment.

Managing the organisation

To ensure that the organisational structure reflects the school's values and enables the management systems and processes to work effectively in line with legal requirements.

To produce, together with the senior leadership team, evidence-based improvement plans and policies for the development of the academy.

To ensure that the academy takes advantage of the opportunities made possible by its autonomous status while taking account of local and national circumstances, initiatives and policies and all legal requirements.

To manage the academy's financial and human resources effectively and efficiently in order to achieve the academy's educational goals and priorities.

To recruit, deploy, develop, support and retain staff so as to achieve the vision and goals of the academy.

To implement effective and successful performance management processes with all staff.

To manage and develop the school accommodation and environment effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

To ensure that clear, and effective communication channels exist within the academy and from the academy to the community and world beyond.

To ensure that the distinctive Christian ethos of the academy includes an openness of approach that values the worth of all members of the academy community and honours those of faith, of other faiths and no faith.

Leading learning and teaching

To work with the Governing Body to secure and sustain outstanding and consistent teaching and learning throughout the academy, with a view to continue the school's progress and to achieve an 'Outstanding' Ofsted judgement and to maintain the 'Outstanding' judgement of the denominational (Section 48) inspection.

To monitor and ensure that there is an academy-wide focus on every pupil's achievement through the use of appropriate data and benchmarking, regular

pupil progress meetings and reporting to the Governors.

To monitor, evaluate and review consistent classroom practice that promotes improving standards of teaching and learning, so that the needs of all pupils are met and that realistic but challenging targets are achieved.

To determine, organise and monitor a diverse and flexible curriculum and implement an effective assessment process.

To ensure that learning experiences for pupils are linked into and integrated with the wider community, locally, regionally, nationally and globally.

To develop the partnership with parents and carers to support and improve pupils' achievement and personal development.

To ensure a culture and ethos of challenge and support through which all pupils can achieve success and become engaged in their own learning.

To ensure that the academy complies with the statutory requirements that promote equal opportunities for all.

To implement strategies that secure high standards of behaviour and attendance.

To ensure that links with the diocese, the parish church and other local churches are developed and maintained.

To develop effective and collaborative links with other schools and educational institutions, and with the community, to extend the curriculum and enhance teaching and learning.

Leading, developing and managing staff

To maximise the effective contribution of every member of staff through clear communication of roles and expectations; maintaining high motivation through a shared and positive ethos that is fair and equitable and recognises the worth and dignity of each person.

To develop effective strategies, policies and procedures for staff induction, the training and support of newly qualified teachers, and the professional development and performance reviews of all staff.

To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and

devolution of responsibilities.

To manage the work-load of self and others to ensure a healthy work/life balance.

To ensure that the primary focus of all staff is on the well-being and achievement of the pupils.

To celebrate achievements of staff and to ensure appropriate support is available for any who are experiencing particular difficulties.

To participate in arrangements of the Principal's performance management review.

To lead by example.

The effective recruitment and deployment of staff

To work with the Governors and senior colleagues to recruit and retain staff of the highest quality available.

To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.

To advise the Governors and implement decisions in relation to staffing.

To advise the Governors on the adoption of effective procedures to deal with the competence and capability of staff.

The effective and efficient deployment of resources

To advise the Governors on appropriate priorities for expenditure, and to ensure the effective administration and control of the budget.

To exercise strategic curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of pupils' achievement and the school's sustainability.

To work with the Governors in making effective arrangements for the security, supervision, maintenance and development of the academy's buildings and site.

To undertake responsibilities under the Governors' Health and Safety and safeguarding policies and other relevant statutory requirements.

To ensure that appropriate risk assessments are undertaken.

To manage, monitor and review the range, quality, and use of all resources in order to improve the quality of education the academy offers and to ensure efficiency and secure value for money.

Accountability

To provide the Governing Body (Members, Governors, Committees) with information, advice and support to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and the sustainable financial viability of the academy.

To provide the Governors with regular reports on the work of the Principal and the affairs of the academy.

To work with the Governors in creating a community in which all involved in the governance of the academy together with all staff recognise that they are accountable for the success of the academy.

To present a coherent, clear and accurate account of the academy's performance in a form appropriate to a range of audiences including parents/carers, Governors, the local community, Ofsted and others, to enable each to play their part effectively.

To ensure that parents/carers are kept well-informed about the curriculum, attainment and progress, and school activities, and about the contribution that they can make to achieving the academy's targets for improvement.

To report to the Governors annually on the performance management of teachers at the academy in relation to the Teacher's Pay and Conditions policy.

To provide information about the work and performance of staff where it is relevant to their future employment.