

DESCRIPTION & PERSON SPECIFICATION

PRINCIPAL - THE SKIPTON ACADEMY

Location: The Skipton Academy, Skipton

Start Date: September 2017

Salary: L22 - 29 (depending on experience)

Directly responsible to: Chief Executive Officer

Responsible for: The Skipton Academy

Closing Date: Tuesday 25 April 2017, 3pm

Applications returned to:

Craven Educational Trust
Human Resources Department
Craven College, Aireville Campus
Gargrave Road, Skipton
North Yorkshire, BD23 1US

email: agilchrist@craven-college.ac.uk

JOB SPECIFICATION

CORE PURPOSE

The Principal will provide professional and dynamic leadership and management for The Skipton Academy to ensure its continued success and improvement, maintaining high standards of teaching and learning. Drawing on the support mechanisms identified by North Yorkshire and Craven Educational Trust, the Principal will embrace the challenge that the academy faces and take it forward into a period of sustained improvement with energy, commitment, enthusiasm and imagination. The Principal will be strongly visible and communicate a passion and vision for teaching and learning.

KEY TASKS

VISION AND ETHOS

- Develop, in collaboration with staff and the local governing body, a clear and innovative vision to provide rich opportunities for high quality learning and wider personal development.
- Preserve and nurture the distinctive character of the academy whilst respecting and celebrating diversity.
- Ensure the academy's continuing evolution, taking into account national and local policies, circumstances and initiatives whilst staying true to the academy's key objectives.
- Ensure an intrinsic culture of pastoral care, where high standards of behaviour, a sense of personal responsibility, respect for others and a passion for lifelong learning are part of belonging to The Skipton Academy
- Promote safeguarding, rights and responsibilities in all aspects of academy life.

LEADERSHIP AND MANAGEMENT

- Use strong, distributive leadership and excellent levels of communication to build and nurture cohesive teams.
- Empower and inspire staff so that they feel valued, achieve their personal goals, understand their responsibilities and are held accountable in a fair, supportive and consistent manner.
- Collect and use data to measure, evaluate and account for the academy's performance, to support teaching and learning, and to plan for continued improvement.
- Ensure high quality provision, challenge underperformance at all levels and plan effective corrective action where necessary.
- Develop and utilise the academy's buildings and resources to ensure they are fit for purpose and give maximum value.
- Recruit high calibre staff, deploying, supporting and appraising them to ensure their continued professional development and preparation for promotion.
- Maintain an excellent induction and support programme for teachers.
- Manage workloads to allow for an appropriate work-life balance and high staff morale.
- Maintain an up-to-date knowledge and understanding of the wider educational agenda, including statutory and legal frameworks and best practice.
- Ensure concerns and complaints are addressed sensitively, appropriately and in a timely manner.
- Ensure sufficient time and resources are allocated to the designated person and other staff to enable them to discharge their responsibilities in relation to safeguarding.

TEACHING AND LEARNING

- Broaden the curriculum to ensure it is relevant, challenging and stimulating for students at all key stages, taking account of the needs, aptitudes and career aspirations of our students to effectively prepare them for adult life.
- Ensure high expectations of all students and motivate them to become active participants in their learning, to optimise achievement and minimise disadvantage.
- Develop and utilise innovation and appropriate new technologies to create an exciting and vibrant learning environment.

ACCOUNTABILITY

- Support the the Trust and local governing body in fulfilling their statutory responsibilities including providing regular reports, necessary information and objective advice to ensure effective governance of the academy.
- Ensure the academy is fully prepared for inspection by outside agencies.
- Fulfil statutory duties and requirements including those in the STPCD Contractual Framework for Headteachers.
- Continue a rigorous programme of self-evaluation to inform the Academy Development Plan.
- Work successfully on a multi-agency basis to fulfil statutory obligations and secure the best outcome for students.

STRENGTHENING COMMUNITY

- Engage with parents/guardians and the wider community to enrich the educational experience of students and to enhance the academy's value to the community.
- Provide parents/guardians with regular information about students' progress and the life of the academy, encouraging their active participation.
- Promote inclusion, equality and access, ensuring that every member of the academy community feels included, cared for and valued.
- Working within a culture of collaboration; engage in dialogue with all stakeholders, valuing each other's knowledge and ideas and accepting shared responsibility.
- Ensure that The Skipton Academy is known for its contribution to the local community.

This list is not exhaustive and the Principal can expect to carry out other related duties whenever reasonably required.

PERSON SPECIFICATION

GENERIC

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
An inspirational leader with a personal and professional commitment to the fulfilment of the highest levels of formation and achievement in every student and teacher	*		AF, I, R

QUALIFICATIONS

Graduate or equivalent qualifications	*		AF
Completion of or working towards NPQH		*	AF
Other relevant qualifications or training in educational leadership or a similar qualification from a non- education background		*	AF

EXPERIENCE

Successful experience as a leader and manager in education or another field at a senior level	*		AF, I, R
Successful experience in leading and managing change and innovation in seeking high performance	*		AF, I, R
Proven skills in the dissemination and innovation of good practice within and beyond the academy	*		AF, I, R
Successful involvement in performance processes and data analysis as an aid in personal and institutional improvement, development and change	*		AF, I, R
Effective and efficient financial management		*	R
Experience of working in collaborative partnerships		*	AF, I, R

LEADERSHIP & MANAGEMENT

Ability to articulate the vision, mission and values that make this academy unique and ensure that both vision and mission are translated consistently by leadership and management to ensure justice and the highest levels of student achievement and formation	*		AF, I, R
Ability to act as a leader who empowers and enthuses all connected with the academy to contribute, participate and develop leadership and management	*		AF, I, R

KNOWLEDGE & UNDERSTANDING

Current leadership issues and developments that could be adopted from the educational and non-educational world	*	AF, I
The application and potential application of ICT to improve all levels of achievement, to create independent and interdependent learning and develop citizenship and enterprise	*	AF, I
A knowledge of the new professional teaching standards	*	AF, I

SKILLS & ABILITIES

The ability to lead, motivate and develop all connected with the academy as individuals, citizens and as a community	*	AF, I
The ability to make sound decisions and identify and solve problems based on thorough analysis and sound judgement	*	AF, I, R
The ability to think creatively in order to stimulate innovation and to secure the future success of the academy	*	I
The ability to implement change management effectively and efficiently	*	AF, R
The ability and presence to make points clearly, to listen, understand and respond in a variety of situations	*	AF, I, R
Evidence of the ability to delegate, plan and to manage time effectively	*	A, I
The ability to work well under pressure and to maintain high levels of organisational skills	*	AF, I, R
The ability to work effectively in partnerships with other schools and agencies	*	AF, I, R
The ability to achieve high standard of student discipline and positive attitudes to learning	*	I
The postholder will require an enhanced DBS check	*	I

METHOD OF ASSESSMENT KEY

AF – Application Form

I – Interview and skills test

R - References