Job Description

Post: Principal

This role is line managed by the Executive Principal and is answerable to the Trust Board via a Local Governing Body.

Purpose

To provide highly effective professional leadership and management of Dixons City that will promote a secure foundation from which to achieve high standards in all areas of the academy’s work.

To achieve success, the Principal will:

* Provide vision, leadership and direction
* Communicate passion for learning and moral purpose
* Create a safe and productive learning environment which is engaging and fulfilling for all students
* Effectively lead teaching and learning
* Promote excellence, equality and high expectations of all students
* Evaluate academy performance and identify priorities for continuous improvement
* Secure the support and commitment of parents and the wider community

Duties and Responsibilities

Empowered to lead

* Work with the CEO, Executive Principal, governors and other key stakeholders to ensure the academy vision is clearly articulated, shared, understood and acted upon effectively by all.
* Work within the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain academy improvement.
* Demonstrate the vision and values in everyday work and practice and inspire others to play a role in the leadership of them.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
* Work with the CEO, Executive Principal and trustees (providing information, objective advice and support) to enable it to meet its responsibilities.
* Develop and present a coherent, understandable and accurate account of the academy’s performance to a range of audiences including staff, governors and parents.
* Ensure that, within an autonomous culture, policies and practices take account of national and Trust circumstances, policies and initiatives.
* Deploy the academy’s financial and human resources effectively and efficiently to achieve the academy’s educational goals and priorities.
* Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

High expectations

* Develop a positive climate and an academy ethos of high autonomy, high challenge and high accountability.
* Develop a common culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Demonstrate and articulate high expectations and set stretching targets for the whole academy community.
* Ensure a consistent and continuous academy-wide focus on pupils’ achievement, where all teachers take responsibility for using data and benchmarks to monitor progress in every child’s learning.
* Implement strategies that secure high standards of behaviour and attendance.

Values driven

* Behave with integrity and treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
* Build an organisation which reflects the academy’s values, and enables the systems and processes to work effectively in line with legal requirements.
* Build an academy culture and curriculum that values the richness and diversity of Dixons City’s communities.
* Ensure that strategic planning takes account of the diversity, values and experience of the academy and the community.
* Work to safeguard and protect children, in collaboration with other agencies as appropriate.

Choice and commitment

* Build a collaborative learning culture within the academy and actively engage with other Dixons Academies to build effective learning communities.
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
* Manage own workload and that of others to allow an appropriate work/life balance.
* Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
* Create and maintain an effective three-way partnership with students, parents and carers to support and improve students’ achievement and personal development.

Highly professionalised staff

* Recruit, retain and deploy staff appropriately to achieve the vision and goals of the academy.
* Develop and maintain effective strategies and procedures for staff induction and continuous professional development.
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
* Regularly review own practice and set personal targets, taking responsibility for own personal development.

Relentless focus on learning

* Ensure that a passion for learning is at the centre of strategic planning and resource management.
* Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
* Monitor, evaluate and review classroom practice and promote improvement strategies.
* Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money.
* Ensure a range of real-world learning experiences.
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.