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| **Job Title:** | Principal | |
| **Grade:** | ISR L29-L33 | |
| **Responsible To:** | The Governing Body of Wymondham High Academy and the Trust Board | |
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| **General Responsibilities and Duties:** | | |
| *To carry out the professional duties as set out in the current School Teachers' Pay and Conditions Document.* | | |
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| **Key priorities:**   * To be a visionary leader * To raise standards * To deliver a continuous programme to manage the growth of the Academy   **Core Purpose**   * The core purpose of this role is to provide professional leadership and management of Wymondham High 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; * Effectively manage teaching and learning; * Promote excellence, equality and high expectations of all students; * Create a safe and productive learning environment that is engaging and fulfilling for all students; * Evaluate the Academy’s performance and identify priorities for continuing improvement; * Deploy resources to achieve the Academy’s aims; * Carry out day-to-day management, organisation and administration; * Secure the commitment of the wider community.   **Key Areas**  **Strategic direction and shaping the future**   * Work with the Governing Body, Trust Board and other key stakeholders to ensure Wymondham High's vision is clearly articulated, shared, understood and acted upon effectively by all; * Work with the Governing Body and Trust Board to develop an approach to teaching and learning that is genuinely transformational; * Work within the school community to translate the Academy's vision into agreed objectives that promote and sustain improvement; * Demonstrate the Academy's values in everyday work and practice; * Motivate and work with others to create a shared culture and positive environment; * Ensure that strategic planning takes account of the diversity, values and experience of Wymondham High and the community.   **Managing the organisation**   * + Create an organisational structure that reflects the Academy's values, and enables management processes to work effectively in line with legal requirements;   + Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities;   + Ensure that policies and practices take account of national and local circumstances, policies and initiatives;   + Manage the Academy's financial resources effectively and efficiently to achieve the Academy's educational goals and priorities;   + Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the Academy's vision and goals;   + Implement effective performance management processes with all staff;   + Manage the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;   + Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;   + Uses and integrates a range of technologies effectively and efficiently to manage the Academy.   **Leading learning and teaching**   * + Ensure that learning is at the centre of strategic planning and resource management;   + Demonstrate and articulate high expectations and set stretching targets for the whole Academy community;   + Monitor, evaluate and review classroom practice and promote improvement strategies.   + Challenge underperformance at all levels and ensure effective action and follow-up; Maintain a consistent and continuous all inclusive focus on students' achievement, using data and benchmarks to monitor progress in every child's learning;   + Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;   + Implement strategies that secure high standards of behaviour and attendance;   + Determine and implement a diverse, flexible curriculum and implement an effective assessment framework;   + Take a strategic role in the deployment of new and emerging technologies to enhance and extend the learning experience of students.   **Developing self and working with others**   * + Regularly review own practice, set personal targets, and take responsibility for own personal development;   + Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews;   + Treat people equitably, with dignity and respect to create and maintain a positive culture across the Academy;   + Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation and evaluation of work; * Acknowledge responsibilities, recognise skills and talents and celebrate the achievements of teams and individuals; * Build a collaborative learning culture within the Academy and actively engage with other schools to build effective learning communities; * Manage their own workload and that of others to ensure an appropriate work/life balance.   **Securing accountability**   * To be accountable to the Trust Board and Governing Body; * Work with the Trust Board and Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities; * Promote an 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, understood, agreed, and subject to rigorous review; * Develop and present a coherent and accurate account of the Academy's performance to a range of audiences, including Governors, parents and carers; * Co-operate and work with relevant agencies to protect children and young people.   **Strengthening community**   * Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families; * Ensure learning experiences for students are integrated with the local and wider communities; * Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development; * Actively engage with parents and carers, community figures, businesses and other organisations to enrich the Academy and its value to the wider community; * Co-operate and work with relevant agencies to protect children and young people. * Collaborate with senior leaders across the MAT | | |
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| **Review** | | |
| This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties. | | |
| **Signature:** | | **Date:** |